Department of Physics
Toronto Metropolitan University

Bylaws

of the

Department of Physics Department Council (DC)

Amended and approved by the Physics Department Council on November 14, 2013
Approved by Senate October 11, 2005

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.

Definitions:

Committee: a standing or ad hoc committee of the Department/School Council (D/SC).

Council: the Departmental/School Council (D/SC) of the Department of Physics which shall also discharge the duties of the Undergraduate Program Council.

Department: the Department of Physics.

Department members: faculty members, administrative and technical support staff, sessional and part-time instructors, post-doctoral fellows, undergraduate and graduate students registered in a program offered by the Department of Physics.

Postdoctoral Fellows: postdoctoral fellows working under the supervision of a faculty member in the Department of Physics.

Program: an undergraduate degree, specialisation, minor, diploma, or certificate program offered by the Department of Physics.

Sessional instructors: all non-TFA, sessional, and part-time instructors hired by the Department of Physics.

Staff: full-time administrative assistants and technical support staff at the Department of Physics.

Undergraduate course union: the undergraduate student association mandated by the Toronto Metropolitan Students' Union (TMSU) to represent the undergraduate students registered in any undergraduate degree program of the Department of Physics.

Undergraduate students: students registered in an undergraduate program offered by the Department

of Physics.

Article I. Introduction

Since the Department currently offers a single undergraduate degree program, a Bachelor of Science in Medical Physics, it was decided by the Department, as permitted by Senate Policy #45, that the Department Council would also serve as and discharge the duties of the Department's Undergraduate Program Council (UPC) for the Department's sole undergraduate program.

Article II. Membership

Section II.1. Council officers

II1.a) Requirements

Only faculty members can be Council officers. Additionally, in order to occupy the positions of Council Chair and Council Secretary, a faculty member must possess a thorough knowledge of the bylaws and of Robert's Rules of Order.

II.1.b) Council Chair

The Council Chair shall:

II.1.b.i) call the meetings of Council;

II.1.b.ii) be responsible for provision of written notice of Council meetings and distribution of the agenda one week prior to meetings;

II.1.b.iii) preside over all meetings of Council, enforce the bylaws and rules of order, and monitor the activities of the committees of Council;

II.1.b.iv) communicate and report on the actions of Council; and

II.1.b.v) appoint an acting Council Chair to discharge the duties of Council Chair should the Council Chair be unavailable.

II.1.c) Council Secretary

The Council Secretary shall:

II.1.c.i) maintain soft and hard master copies of the bylaws, policies and procedures, revise them as the Council approves changes, and ensure that the master copies are passed on to the succeeding Council Secretary in a timely manner;

II.1.c.ii) attend all Council meetings and record all facts and minutes of all proceedings of the meetings (if necessary, the Council Secretary may request the assistance of a recording secretary);

II.1.c.iii) compile and distribute the minutes of the meetings, together with the agenda, before the next meeting;

II.1.c.iv) call for nominations and preside over Council and committee elections, including that of the Council Chair, and ensure that elections are carried out in a timely manner;

II.1.c.v) liaise with the undergraduate course union regarding the election of their Council and committee members; and

II.1.c.vi) assist the Council Chair in any Council matter, as requested by the Council Chair.

Section II.2. Council members

The voting members of Council comprise

II.2.a) all faculty members of the Department, including the Council Chair and Council

Secretary, but excluding those who have chosen to suspend their membership while on prolonged leave (see II.4) and those currently occupying administrative positions above the position of Department Chair; and

II.2.b) undergraduate students in a ratio of one (1) undergraduate student to four (4) active faculty members.

II.2.c) One member of staff, elected by and from the staff at the Department of Physics.

II.2. d) One member of the postdoctoral fellows elected by and from the postdoctoral fellows

Section II.3. Council guests

The Department Council and/or the Council Chair can invite anyone to join any specific Council meeting to address specific items on the agenda or to provide information required by Council. Additionally, any Department Member can also request an invitation from the Council Chair to join a Council meeting to present an issue or suggestion for Council to consider. Furthermore, all staff and graduate student representatives on the Graduate Program Council of the Department of Physics have a standing invitation to attend Department Council meetings.

Section II.4. Membership of faculty members on prolonged leave

Membership of faculty members on Council and its committees during a prolonged leave (e.g., sabbatical or medical leave of one semester or more) will automatically be suspended and they will not be allowed to vote for the duration of their leave. This effectively reduces the total number of faculty members on Council which will affect calculations of quorum (see IV.2) and can affect the number of undergraduate students which can be members of Council (see II.2.b).

Faculty members can choose to remain active participants and voting members of the Council and/or of its committees during their leave. In order to do so, they must notify the Council Chair of their decision as soon as possible, and preferably prior to the first Council meeting of the semester. Faculty members who choose to retain their membership can do so on a per-Council/committee basis and must clearly indicate to the Council Chair which membership(s) they wish to retain. They will be expected to attend all meetings of the Council/committees for which they have retained membership and will be counted towards the total number of faculty members at meetings of these committees.

Article III. Selection of Council and committee members

Section III.1. Selection of Council officers

The Council Chair and Council Secretary will hold their position for two years, but in alternating years. In the last regular Council meeting of the winter semester, nomination for the position to be renewed will be solicited by the Council Chair if the position to be filled is that of the Council Secretary or by the Council Secretary if the position to be filled is that of the Council Chair. At that Council meeting, a secret vote will take place and the selected candidate will be announced within the same Council meeting.

Section III.2. Selection of faculty members on committees

All faculty members are permanent members of Council. On Council committees, faculty members will hold their position for two years. In the last regular Faculty Member Standing Committee (see VII.1) meeting of the winter semester, nominations for all positions to be filled will be solicited by the Department Chair, a secret vote will take place and the selected candidates will be announced within

the same meeting.

Section III.3. Selection of undergraduate students

Undergraduate student members of Council and of its committees will hold their position for one year. The Council Secretary will inform the undergraduate course union leadership of the need to conduct their elections in a timely manner to ensure undergraduate student representatives are selected prior to the first regular Council meeting of the Fall semester. It is the responsibility of the undergraduate course union to conduct these elections and report their outcome to the Council Secretary. It is the responsibility of the Council Secretary to report the undergraduate student membership to Council.

Article IV. Decision making

Section IV.1. Voting

Decisions of the Council and of its committees (except for modifications of the bylaws as specified in Article VIII) will be made by a simple majority of the voting members (including proxies), unless the voting members decide, by a simple majority, to increase the threshold.

Section IV.2. Quorum

Council members are expected to attend all Council meetings, and to inform the Council Chair of their regrets in case of a scheduling conflict. The Council shall be considered to have quorum when at least 50% of Council members are present in person, are attending by other means (e.g., telephone, audio and/or video chat) or have provided a proxy as per IV.3.

Section IV.3. Proxies

Every Council member may, by means of a written proxy, appoint a Council member to attend and act at any Council meeting to the extent and with the power conferred by the proxy. It is the responsibility of the Council member to provide the Council Chair and the proxy delegate with the written proxy at least one hour prior to the meeting.

Article V. Reporting structure

The Council Chair will be responsible for reporting departmental changes to the appropriate structure as mandated by the nature of the change and by the associated Senate Policies.
The Undergraduate Program Director will be responsible for reporting all reportable changes to the courses or curricula offered by the Department to the appropriate structure, as mandated by the nature of the change and by the associated Senate Policies.
The respective Chairs of all committees of the Council will report to the Council for approval of all changes, with the exception of the Faculty Members Standing Committee whose decisions and changes shall be reported, when appropriate, by the Department Chair using whichever structure is mandated by the nature of the change.

Article VI. Meetings of Council

Section VI.1. Regular Council meetings

The Department Council shall meet at least once per academic term. The meetings will normally be

scheduled on a Thursday, 12:10pm-2:00 pm. Under normal circumstances, written notice of the Council meeting shall be given at least one week prior to the meeting and agenda shall be distributed at least two business days prior to the meeting. All reports to be presented at the Council should be submitted to the Council Chair at least five (5) business days in advance for inclusion in the agenda.

The agenda will include:

Approval of the minutes of the previous meeting of the Council
Business arising out of the minutes
Urgent business
Report of the Department Chair
Report of the Undergraduate Program Director
Report of the Co-op Faculty Advisor
Report of each standing committee Chair
Other reports (e.g., undergraduate student representative, other department member group)
Notices and announcements
New business

Section VI.2. Special and/or urgent Council meeting

A special and/or urgent meeting of Council shall be held following a written request to the Council Chair made either by the Department Chair or by at least 20% of the Council membership. The meeting shall occur no less than three (3) business days and no more than fourteen (14) days after the Council Chair receives the request.

Article VII. Committees of Council

Recommendations of any committee shall be approved by the Council before being transmitted or implemented. Standing committees shall meet as required. A committee may request that the Council Chair call a meeting of the Council to report on the work and recommendations of the committee.

Voting committee members are expected to attend all committee meetings, and to inform the committee Chair of their regrets in case of a scheduling conflict. A committee member may appoint a proxy delegate to act in his/her stead at a committee meeting.

Section VII.1. Faculty Members Standing Committee

VII.1.a) Openness

Attendance is limited to faculty members only, but can be broadened on a per-meeting basis by invitation extended by the Department Chair.

VII.1.b) Committee Chair

The Department Chair.

VII.1.c) Voting members

All faculty members.

VII.1.d) Mandate

VII.1.d.i) Discuss and take decisions on all issues which regard faculty members only, such as, but not limited to, tenure guidelines, faculty member hiring strategies, workload concerns;

VII.1.d.ii) discuss contentious or more elaborate items of importance to the Department or to the undergraduate program and reach a decision via simple majority vote from amongst faculty members only ahead of presenting it for vote to Council; and

VII.1.d.iii) advise the Department Chair between meetings of the Council.

VII.1.e) Meetings

The meetings will normally be scheduled on a Thursday, 12:10pm-2:00pm. Under normal circumstances, written notice of the date and time of a Faculty Members Standing Committee meeting shall be given at least one (1) week prior to the meeting and the agenda shall be distributed at least two (2) business days prior to the meeting. All reports to be presented at the meeting should be submitted to the Department Chair at least five (5) business days in advance for inclusion in the agenda.

Section VII.2. Undergraduate Affairs Standing Committee

VII.2.a) Openness

Opened to all voting Council members, but can be broadened on a per-meeting basis by invitation extended by the Undergraduate Program Director.

VII.2.b) Committee Chair

The Undergraduate Program Director.

VII.2.c) Voting members

VII.2.c.i) The Undergraduate Program Director;

VII.2.c.ii) three (3) additional faculty members; and

VII.2.c.iii) two (2) undergraduate students who need not be Council members.

VII.2.d) Mandate

VII.2.d.i) Make recommendations to Council on all academic issues regarding the undergraduate programs, including course revision and delivery, as well as co-op and internship;

VII.2.d.ii) liaise with other departments whose students receive service courses from the Department, and to make recommendations to Council regarding those courses;

VII.2.d.iii) determine the resources required to support any proposed new undergraduate course or program, and seek Council approval for the proposed undergraduate program or course; and

VII.2.e) Meetings

The meetings will normally be scheduled on a Thursday, 12:10pm-2:00pm. Under normal circumstances, written notice of the date and time of an Undergraduate Affairs Standing Committee meeting shall be given to members of Council and of this committee at least one (1) week prior to the meeting and the agenda shall be distributed at least two (2) business days prior to the meeting. All reports to be presented at the meeting should be submitted to the Undergraduate Program Director at least five (5) business days in advance for inclusion in the agenda.

Section VII.3. Undergraduate Scholarships and Awards Standing Committee

VII.3.a) Openness

Attendance is restricted to its voting members only.

VII.3.b) Committee Chair

To be chosen from amongst and by the voting members of the committee at the first meeting of every academic year.

VII.3.c) Voting members

Three (3) faculty members.

VII.3.d) Mandate

VII.3.d.i) review and rank all relevant undergraduate scholarship and award applications;
VII.3.d.ii) liaise with the University Advancement Office; and
VII.3.d.iii) report on their activities at each Council meeting.

Section VII.4. Undergraduate Advertisement and Outreach Standing Committee

VII.4.a) Openness

Opened to all Department members.

VII.4.b) Committee Chair

To be chosen from amongst the faculty members of this committee by all voting members of the committee at the first meeting of every academic year.

VII.4.c) Voting members

VII.4.c.i) Two (2) faculty members;
VII.4.c.ii) one (1) undergraduate student who need not be a Council member; and
VII.4.c.iii) two (2) technical support staff members.

VII.4.d) Mandate

VII.4.d.i) Organize outreach activities including open houses, presentations in fairs and undergraduate conferences;
VII.4.d.ii) design and order advertising materials including brochures, banners and other promotional materials;
VII.4.d.iii) liaise with the Undergraduate Program Director regarding brochures and other promotional materials related to the undergraduate program; and
VII.4.d.iv) report on its activities at each Council meeting.

VII.4.e) Meetings

Under normal circumstances, written notice of the date and time of an Undergraduate Advertisement and Outreach Standing Committee meeting shall be given to all Council members at least one (1) week prior to the meeting and the agenda shall be distributed at least two (2) business days prior to the meeting. All reports to be presented at the meeting should be submitted to the Committee Chair at least five (5) business days in advance for inclusion in the agenda.

Section VII.5. Ad hoc committees of Council

Ad hoc committees may be established by Council from time to time to investigate, report and/or make recommendations on specific issues, such as revision of the bylaws. When possible and appropriate, membership composition of committees should reflect the membership proportions of Council as a whole.

Article VIII. Amendments to the bylaws

Amendments to these bylaws require a two-thirds majority of the Council. Written notice of proposed

amendments must be sent at least one week prior to the meeting. Amendments must be ratified by the Senate.