

School of Social Work – Toronto Metropolitan
University School Council Bylaws
Approved May 1986
Amended January 2014

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. Preamble

The School Council of the School of Social Work is duly constituted in accordance with provisions established by Toronto Metropolitan University's Senate Policy No. 45 – Constitutional Provisions for Departments/School Councils.

2. Mandate and Objectives

The purpose of School Council is to develop and recommend policies relevant to the School, in accordance with the general policies of the University. The Council provides a forum for debate and analysis of policy issues directly affecting the School, its administration, curriculum, students, faculty or alumnae. The Council objectives are:

- a) To work towards the resolution of policy issues which have ramifications within the School; and to direct such recommendations to the Director of the School of Social Work and the Dean of the Faculty of Community Services for consideration;
- b) To develop recommendations directed towards the resolution of policy issues having University-wide ramifications; and to direct such recommendations to Toronto Metropolitan University's Senate for consideration

3. Composition

- a) All Toronto Metropolitan Faculty Association members in the School.
- b) One part-time / sessional instructor chosen by and from the part-time / sessional instructors of the school.
- c) Each department delivering required courses to Social Work students shall appoint one faculty member to Council. These shall include one representative from Psychology, Sociology and Politics.
- d) Students elected to the ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the School Council. Membership shall have representation from the following categories:
 - i. One representative from each year level in the undergraduate program
 - ii. One representative from the Master of Social Work program
 - iii. One representative from the Advanced Standing/Part-time program
 - iv. One representative from the Alumni Association. Representative shall be chosen by means of election by October of each year to serve for one academic year with opportunity for re-election. Failing an election by the Alumni Association, the Director of the School shall appoint an Alumni member.
- e) The following shall be non-voting members of the Council.
 - i. Student Affairs Co-ordinator (undergraduate program)
 - ii. Administrative Co-ordinator (serving as Secretary to the Council)
 - iii. Manager, Field Office
 - iv. Other administrative staff as identified by the Council
- f) Advisory personnel may be requested to join the Council on an ad-hoc basis for special purposes

- g) Members of Council may send alternative representatives of their constituency in their stead.

4. Selection and Duties of the Chair, Vice-Chair and Secretary

- a. The Chairperson and Vice Chairperson of the Council shall be elected by Council at the first meeting of Council in the fall term.
- b. One of these positions shall be filled by a student and the other by a Social Work Faculty representative who is a member of the TFA.
- c. In the event of the Chairperson's absence, his/her duties shall be assumed by the Vice-Chairperson.
- d. The School of Social Work Administrative Coordinator will serve as Secretary for the Council and will take the minutes of meetings. In the absence of the Administrative Coordinator, the Chairperson will appoint a secretary.
- e. The agenda for each meeting shall be compiled by the Administrative Coordinator in consultation with the Chairperson and Vice-Chairperson. Agenda items may be submitted to the Administrative Coordinator by any member of Council.

5. Meetings

- a. The Council shall meet formally, as a full Council, at least once during each academic term.
- b. All regular meetings shall be called by the Chairperson and Vice-Chairperson giving all members at least 10 working days advance notice.
- c. The first meeting shall be called before October 15th. Other meetings shall be called when necessary at the discretion of the Chairperson and Vice-Chairperson or any three members of Council.

6. Quorum

- a. Quorum for all Council meetings shall be fifty percent (50%) of the voting members, where a majority of those present are faculty members. Faculty on leave who are absent from the meeting shall not be included for the quorum calculation.

7. 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 required in Section 11a.
- b. The Chair, Vice-Chair, Directors (undergraduate and graduate) and Associate Director shall be entitled to vote.

8. Sub-committees

- a. Council shall establish a sub-committee to consider curriculum and course development.
- b. Council may also establish such other sub-committees as may be thought necessary to consider any other matters of concern to the School.

- c. Faculty and student membership on each sub-committee shall reflect the faculty/student ratio for the Council as a whole, as described in Section 3d. Sub-committees shall serve to study particular issues and develop recommendations for Council's consideration.

9. Dispute Resolution

- a. In the event of a disagreement between School Council and a Chair or Director, the relevant Dean in consultation with the parties involved shall decide how to proceed.
- b. In the event of a disagreement between Deans or between a Dean and School Council, the Vice Provost Academic will facilitate a negotiated solution. If a negotiated solution is not possible, the Provost will resolve the issue.

10. Openness of Meetings

- a. School Council meetings are open to observers recognizing that in-camera sessions may be required. The following may attend Council meetings as observers:
 - i. Part-time and sessional social work instructors
 - ii. Full and part-time staff
 - iii. Students enrolled in the social work program

11. Proposed Changes to the By-laws

- a. Notice of proposed changes to the Council Bylaws shall be circulated to the members, in writing, two weeks prior to the meeting. Changes in the Bylaws will require a two-thirds majority vote.