By-laws of the Department of Aerospace Department Council

Revised February 4, 2005

Approved at Senate
March 1, 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, as well as the name change of the Yeates School of Graduate Studies to the Yeates School of Graduate and Postdoctoral Studies, effective January 23, 2024.

1. **Definitions**

The following definitions will be used within these Bylaws unless otherwise stated.

1.1. The word *Department* means the Department of Aerospace Engineering.

1.2. The word *Faculty* (where capitalized) means the Faculty of Engineering and Applied Science.

1.3. The word *Council* means the Department Council of the Department of Aerospace Engineering.

1.4. The word *Bylaws* means the bylaws of the Council.

1.5. The word *Dean* means the Dean of Engineering and Applied Science.

1.6. The word *program* means the undergraduate degree program offered by the Department of Aerospace Engineering.

1.7. The word *faculty* (where not capitalized) means departmental teaching personnel (TFA Members).

1.8. The word *undergraduate* means any full-time student enrolled in the Toronto Metropolitan University Aerospace undergraduate program with “clear” academic standing.

1.9. The word *graduate* means any student enrolled in the Toronto Metropolitan University School of Graduate and Postdoctoral Studies that are currently supervised by Aerospace faculty or are registered in a Toronto Metropolitan University Aerospace graduate program with “clear” academic standing.

1.10. The word *students* means the collective of undergraduate students and graduate students.

1.11. The phrase *engineering support staff* refers to all departmental Technical Officers.

1.12. The phrase *administration support staff* refers to all departmental Administrative Assistants and Departmental Assistants.

1.13. The word *member(s)* means member(s) of the Department of Aerospace Engineering Department Council.

1.14. The word *group* means the collective of students or faculty comprised of at least one member.

2. **Objective**

The purpose and objectives of the Council are:

2.1 To develop and recommend academic policies relevant to the Department.

2.2 To promote an effective teaching, research and learning environment within the Department.

2.3 To represent the interests of Council members and the Department.

2.4 To work with the administration and other groups within the University around areas of common concern.

3. **Structure**

3.1 Membership

The membership of the Council shall be composed of the following voting members:

3.1.1 The Chair of the Department.

3.1.2 The Associate Chair(s) of the Department.

3.1.3 All full-time faculty members of the Department.

3.1.4 A number of elected full-time students to the ratio of not less than one-third, and not more than one-half of the total faculty members on the Council. There shall be at least one undergraduate student and one graduate student member. The ratio of undergraduate to graduate student members shall be no less than three to one.

3.1.5 One representative of the engineering support staff, elected by and from the engineering support staff.

3.2 Additional Membership

The Council shall include the following non-voting members:

3.2.1 One sessional or part-time instructor, elected by and from the sessional and part-time instructors of the Department, if any.

3.2.2 One representative of the administration support staff, elected by and from the administration support staff.

4. Executive Committee

4.1 Structure

For the purpose of facilitating the business of the Council there shall be an Executive Committee composed as follows:

4.1.1 An elected Chair.

4.1.2. An elected Deputy Chair.

4.1.3. An elected Secretary.

4.2 Duties of the Executive Committee

The duties of the Executive Committee are as follows:

4.2.1 To arrange and operate meetings of the Council.

4.2.2 To organize ballots when necessary.

4.2.3 To ensure that all functions of the Council, including the operation of sub-committees, are carried out within the bylaws of the Council.

4.2.4 The Secretary will circulate the minutes of Council meetings to all members.

5. Sub-Committees

5.1 Objective

The Council shall form sub-committees for the purpose of investigating academic issues, developing policy and/or curricula, and recommending motions to be considered by the Council.

5.2 Structure

The membership of a sub-committee shall normally be elected by the Council. At the first meeting of the sub-committee, the members shall elect a Chair. Composition of the sub-committees shall reflect the membership proportion of faculty and students within the whole Council, save where in cases there may be a conflict of interest. In such cases, the input of the excluded group must be obtained either by survey and/or by solicited written proposal.

5.3 Duties of Sub-Committees

Recommendations made by sub-committees must be prepared in a written report to be distributed to all Council members. These reports must address all obligations of the sub-committee. If a sub-committee report is to be included in a Council meeting agenda, this report will normally be circulated two working weeks prior to the Council meeting.

5.4 Meetings of Sub-Committees

Meetings of sub-committees shall be announced and be open to all Council members of the Department. Non-members of the sub-committee may enter discussions, but only sub-committee members have voting rights.

5.5 Input to Sub-Committees

In addition to any matter that a sub-committee decides to review or is requested to review by Council, any member of Council may request that a sub-committee review other proposals. These proposals are to be submitted in writing and shall be signed by the Council member.

5.6 Operational Considerations

All sub-committees are required to liaise with the faculty, engineering support staff, Department Associate Chair(s), Department Chair, and if necessary the Dean, to ensure that all operational considerations including but not limited to cost, infrastructure and accreditation are addressed prior to making recommendations to the Council.

5.7 Undergraduate Curriculum Committee

As a minimum requirement, the Council shall form an Undergraduate Curriculum Committee. The membership of this sub-committee shall consist

of all faculty members of the Council.

The responsibilities of this sub-committee are:

5.7.1 To make recommendations to the Council regarding curriculum issues and planning to meet the academic needs of the Department.

5.7.2 To liaise with departments receiving service courses from the Department, and to make recommendations to the Council regarding these courses.

5.7.3 To obtain the input of the student members through survey and/or solicited written proposal(s).

6. Meetings of Department Council

The Council shall meet at least twice per year, normally once in the Fall semester and once in the Winter semester.

6.1 Additional Meetings

Additional meetings of the council may be held upon the resolution of the Council, or by the Chair of the Council under the following circumstances:

6.1.1 upon receiving a petition signed by a group of members no less than 10% of the whole Council, specifying the items to be added to the agenda of the requested meeting, or

6.1.2 upon receiving a request for a Council meeting from the Department Chair, or

6.1.3 upon receiving a request from a majority of the members of a sub-committee, where the items to be added to the agenda of the requested meeting must fall within the jurisdiction of the sub-committee.

6.2 Notice of Meetings

Under normal circumstances, written notice of a Council meeting and agenda shall normally be given one working week prior to the meeting. When there is an urgent matter, a meeting may be called by written notice three working days prior to the meeting.

6.3 Voting and Notice of Motions

When voting on any issue, a secret ballot may be invoked at the request of any Council member. With the exception of votes taken to amend the Bylaws (see Section 13), a simple majority is required for a motion to pass. No motion may be voted on unless notice of the motion has been circulated to all members of Council at least three working days prior to the meeting.

6.4 Rules of Order

The general procedural guidelines for Council meetings will be Robert's Rules of Order.

7. Quorum

The quorum for a meeting of the Council, the Executive Committee and any sub-committee shall be 50% of the total membership of the particular group.

8. Alternate Members

8.1 Council Meetings

Any student member of the Council unable to attend a Council meeting may arrange an alternate to attend in his/her stead. The alternate shall have full membership rights during that particular meeting.

Notice of the substitution of an alternate shall be given before the Council meeting by the member involved to any member of the Executive Committee by providing the name of the alternate.

8.2 Sub-Committees

Any member of a sub-committee unable to attend a sub-committee meeting may arrange for an alternate to attend in his/her stead. This alternate shall have full voting rights within the sub-committee during that particular meeting. The student to faculty membership ratio shall be maintained when an alternate is standing in for a sub-committee member.

9. Elections

9.1 Student Elections

Elections of student members to the Council shall be held each year before the 30th of September. For the undergraduate student members, the course unions will be responsible for electing student representatives. The Chair of the Department Council shall arrange for the graduate students to elect members, until such time as a graduate student union (or equivalent group) is formed.

9.2 Executive Committee Elections

The Executive Committee shall be elected from the members of the Council. Elections of the Executive Committee shall be held at a Council meeting held with two working weeks of the student elections.

10. Terms of Office

10.1 Executive Committee

10.1.1 Non-student members shall be elected for a 2-year term.

10.1.2 Student members shall be elected for a 1-year term.

10.1.3 The Chair shall be elected for a maximum 2-year term.
10.1.4 The Deputy Chair shall be elected for a maximum 2-year term.
10.1.5 The Secretary shall be elected for a maximum 2-year term.
10.1.6 A member may hold the same executive committee position an indefinite number of terms.

10.2 Standing and Ad Hoc Sub-Committees
10.2.1 Non-student members shall be elected for a 2-year term.
10.2.2 Student members shall be elected for a 1-year term.

11. **Vacancies**

11.1 Executive Committee

Vacancies in the Executive Committee shall be filled by election at the meeting of the Council.

11.2 Sub-Committees

A vacancy in the membership of a sub-committee shall be filled by the Chair of the sub-committee by appointing a replacement. The appointment must preserve the student to faculty membership ratio of the sub-committee. A vacancy in the chair of a sub-committee will be filled by the Executive Committee of the Council by appointing a replacement member. The sub-committee shall then elect a chair for the sub-committee.

12. **Appointments**

In the event that no nominations are forthcoming for any elective office, vacancies shall be filled by appointments made by the Executive Committee.

13. Changes in Bylaws

The Council may amend these Bylaws provided that written notice is given to each member of the Council at least one working week before the meeting at which the amendment is to be considered. Amendments require a two-thirds majority vote to pass. In addition, the quorum required to change the Bylaws shall be two-thirds of the total membership of the Council. Changes in the Bylaws shall not come into force until ratified by the Academic Council.

14. Ratification

These Bylaws shall come into force when they are ratified by Academic Council.

15. Authority

The Council may initiate policy recommendations on any academic matter relevant to the Department.

15.1 If such policies have significance and affect only the Department, approval

by the Council, and by the Chair and Dean, will provide authority for action. Such action will be reported by the Dean to the Academic Council for its information.

15.2 If such policies have extra-departmental ramifications, they shall be transmitted to the Dean of the Faculty for discussion with the committee of Chairs. If there are no ramifications beyond the Faculty, the matter may be settled there with the approval of the Dean, and shall be reported to the Academic Council by the Dean for its information. If there are broader ramifications, the recommendations shall be brought to the Academic Council for action.

15.3 In the event of a disagreement between the Department Council and the Dean, or between the Department Council and the Department Chair and Dean, the disagreement will be referred by the disputants to the Vice President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action. Should such a dispute have bearing upon the academic policy of the University as a whole, the matter shall be reported to the Academic Council upon its resolution.

16. These Bylaws were ratified by the Department Council on January 26th, 2004.