Interior
Design
at The Creative School

School of Interior Design School Council Bylaws April 2022

Approved by Senate
October 4, 2022

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. **Mandate**
    1.1. The School Council (SC) within the School of Interior Design (SID) is the consultative and collegial body responsible for **academic** matters specific to the Department/School and its program(s). Depending on the nature of the matter, the SC may approve, report or make recommendations to the Chair of SID, the Dean of the Creative School or designate, and/or the Senate.
    1.2. The SC will approve policy and procedure with significance and effect exclusive to the SID and as required by Toronto Metropolitan University policies and procedures. Endorsement by the Chair of SID, and consultation with, and endorsement by, the Dean or designate is required before implementation of significant changes.
    1.3. The SC may formulate and communicate recommendations regarding policies and procedures with implications beyond the SID to the Chair and/or the Dean and/or designate. Endorsement of such recommendations by the Chair and the Dean or designate is required. If there are no ramifications beyond the Creative School, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to the Senate, its standing committees (e.g., ASC) or, where relevant, to the Chang School or YSGS Councils.
    1.4. The SC may report directly to the Senate on information items that affect only the SID, and/or on matters of general interest.

2. **Membership**
    The voting membership of the SC shall be as follows:
    2.1. All Toronto Metropolitan Faculty Association (TFA) members in the School
    2.2. One member elected within the first two weeks of the Fall term by and from the CUPE1 Contract Lecturers in the School, contracted for any part of the academic year
    2.3. Two administrative staff members, as follows:
        2.3.1. The School Manager
        2.3.2. One additional staff member elected within the first two weeks of the Fall term by and from the OPSEU staff
    2.4. Four full-time students, selected as follows:

2.4.1. One student from each program offered by the School, elected by the students in that program no later than the end of the second week of the Fall semester

2.4.2. Additional students from the Bachelor of Interior Design program, elected by the students in that program no later than the end of the second week of the Fall semester, to form a total complement of four student members
2.4.3. If the complement of TFA faculty members reaches fifteen, the number of student members may be increased to five
2.4.4. If the complement of TFA faculty members drops below twelve, the number of student members will be reduced to three

3. Officers of the SC

3.1. Annually, at its first meeting in September, the SC shall elect the following for a one year term of office:
3.1.1. An SC Chair, who shall be an TFA faculty member of SID but not the Chair of SID
3.1.2. Chairs of any standing committees of the SC, who shall be TFA faculty members of SID
3.2. Officers will be supported by the BID Academic Coordinator, who will act as Secretary.

4. Resignations

4.1. In the case of a resignation of an TFA faculty member, the member will be considered to have been present for the entire academic year in question for the purposes of section 2.4.
4.2. In the case of a student, OPSEU, or Contract Lecturer member resigning from the SC, leaving employment with SID, or withdrawing from full-time studies in their program, the SC Chair shall appoint a replacement from the same constituency for the remainder of the resigned member's term on Council.
4.3. In the case of the resignation of the SC Chair, the Chair of SID shall act as SC Chair until a successor can be elected.

5. Committees

5.1. The SC shall maintain a Curriculum Committee. The mandate of the Curriculum Committee shall be as follows:
5.1.1. To review proposed curricular changes (from the SC or the Chair of SID as referrers), including Calendar changes, new courses, and other changes requiring SC approval under Toronto Metropolitan University policies, and to recommend approval or non-approval to the SC
5.1.2. To conduct curricular research and develop new proposals concerning curricular matters referred to the committee by the SC or by the Chair of SID, and to report back to the referrer
5.2. The SC shall maintain a Physical Resources Committee. The mandate of the Physical Resources Committee shall be to study, research, and develop proposals concerning matters concerning physical resources referred to the Committee by the SC or by the Chair of SID, and to report back to the referrer.

5.3. The SC shall maintain an Events Committee. The mandate of the Events Committee is to work with the Chair of SID to present a yearly schedule of public lectures and exhibitions.

5.4. The SC shall maintain an ECI Committee. The mandate of the ECI Committee is to work with the Chair of SID to develop a culture of Equity, Community and Inclusion in the School.

5.5. The SC may, at its discretion, maintain additional standing committees. For each committee, the mandate and reporting relationships shall be set out at the formation of the committee and included as an addendum to this document.

5.6. Annually at its first meeting in September, after the election of the officers and committee chairs, the SC shall appoint the members of the standing committees for a one-year term.

5.7. Each standing committee shall have at least three and no more than seven members, including ex-officio members, who are members of the SC. Committee memberships shall be as follows:

5.7.1. The Chair of SID shall act *ex officio* as a member of all standing committees of the SC

5.7.2. The Chair of the committee, elected as per 3.1.2

5.7.3. Up to three additional TFA members of SC, appointed by SC

5.7.4. Student members, as follows:

TFA Members	Number of Students
2-3	1
4-5	2

5.7.5. CUPE1 Contract Lecturers and OPSEU staff members who are members of SC may serve as non-voting members of committees.

5.8. The SC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship.

6. Meetings

6.1. Meetings will normally be held on the third and eighth Tuesday in each of the Fall and Winter terms at 1:00 PM.

6.2. In the absence of matters requiring a formal discussion or vote, the second meeting of each term may be canceled at the discretion of the SC Chair.

6.3. At the discretion of the SC Chair, special meetings may be called at other times, including during the Spring/Summer Term.

6.4. For regular meetings, the notice of the meeting, agenda, and formal motions shall be distributed to all members one week before the meeting.

6.5. The Chair of SID, or any three members of the SC, shall have the right to call an emergency meeting with 48 hours' notice, including during the Spring/Summer Term. The agenda and formal motions may be given out at the meeting.
6.6. All SC and Committee meetings shall be open. Interested persons who are not voting members of the SC may, by invitation of the SC Chair, participate in a meeting but will not have the right to vote.
6.7. SC meetings may be held in person or electronically. Special meetings may be conducted via email.

7. Quorum

7.1. The quorum for an SC meeting shall be not fewer than 50% of the full membership.
  7.1.1. A majority of those present must be TFA Members.
  7.1.2. TFA members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as the SC may permit.
7.2. The quorum for a standing committee of SC shall be three members including the Committee Chair.
7.3. SC or committee members may be present in person or via electronic means.

8. Agenda for regular SC meetings

The agenda shall be as follows:
8.1. Approval of the Agenda
8.2. Approval of the minutes of the previous meeting
8.3. Business arising from the minutes
8.4. Reports
  8.4.1. Report from the Chair of SID
  8.4.2. Report from Course Union
  8.4.3. Reports from standing committees
  8.4.4. Reports from ad-hoc committees
8.5. New business and formal motions
8.6. Other business
8.7. Announcements and general questions
8.8. Adjournment

9. Minutes

9.1. Minutes will be prepared following *Robert's Rules of Order*. Reports, as listed in the minutes, may be appended to the minutes.
9.2. Corrected minutes shall be kept in a minute book in the SID main office (SID107).
9.3. Within two weeks after each meeting, the minutes shall be distributed to each member of the SC and the Dean of the Creative School.
9.4. Student Year Representatives must report back to their years on the results of the full SC meetings.

10. Procedures

10.1. SC and its committees shall follow *Robert's Rules of Order*.

11. Amendment and Commencement of the Bylaws

11.1. In order to revoke or amend these bylaws, a 2/3 majority of the total voting members of the SC is required.

11.2. The SID's SC by-laws and amendments shall come into force upon approval of Toronto Metropolitan University's Senate.