

## **School of Child & Youth Care**

### **Bylaws of School Council**

#### **1.0 Intention**

The School of Child & Youth Care has a School Council in accordance with Senate Policy #45 that is constituted with a structure and membership as determined by the bylaws articulated below and approved by the Dean of the Faculty of Community Services and the Senate of Ryerson University.

#### **1.1 Roles and Responsibilities**

- a. School Council is responsible for the collegial oversight of all academic matters of the School.
- b. School Council will approve policies with exclusive effect on the School of Child & Youth Care. Endorsement of the Director of the School, in consultation with the Dean or her designate, is required prior to the implementation of any significant changes.
- c. Matters with impact beyond the School but limited to the Faculty of Community Services may be subject to a recommendation from School Council, with the endorsement of the Director of the School, to the Dean of the Faculty of Community Services.
- d. Matters with impact beyond the School and the Faculty may be submitted directly to Senate or any of its relevant committees.

#### **1.2 Membership**

- a. All tenure-stream faculty members of the School, including the Director of the School but excluding any person above the rank of Director (eg: Dean, Associate Dean).
- b. Students, elected by and from the students in the School of Child & Youth Care, in a ratio of not less than one fourth and not more than one third of the total voting membership of the Council.
- c. Two Contract Lecturers with teaching assignments during the year of their appointment to the Council, elected among the Contract Lecturers. Contract lecturers can serve a two-year term before new elections must take place.
- d. The Student Affairs Coordinator of the School and the Internship Coordinator of the School shall be non-voting members of the School Council.
- e. Professors Emeritus shall be non-voting members of School Council.
- f. The Administrative Coordinator, the Administrative Assistant and the Administrative Assistant of the Graduate Program are appointed to Council as non-voting members.
- g. School Council may invite additional non-voting members to School Council on limited term appointments usually not exceeding one year. This could include representatives from other academic units at Ryerson, Distinguished

Visiting Professors, Post-Docs, or others as deemed appropriate by vote of Council.

### **1.3 Meetings**

School Council will meet twice per year, once during the Fall Term and once during the Winter Term. Additional meetings may be called either by the Director of the School or by vote of Council.

### **1.4 Chair of Meetings**

School Council meetings will be chaired by the Director of the School or her designate.

### **1.5 Voting and Quorum**

- a. For the purpose of voting, a quorum shall exist when 50% plus one of non-student voting members are present and at least two student-members are present. The majority of those present must be faculty members. 'Presence' can be either in person or by electronic means. Where the matter pertains to the Graduate program, one of the students present must be a graduate student, and the Graduate Program Director must be present. Faculty members on official leave (eg: sabbatical or long term sick leave, but not briefly ill) will not be counted for the purpose of establishing quorum unless they are present physically or through electronic means.
- b. A vote on any motion is won by 50% plus one of the total votes. It is tied when each position receives exactly the same affirmative support; it is lost when 50% plus one of the total vote is against the proposed motion.
- c. The Director of the School, as Chair of Council, will not vote on matters except in the case of tied votes, in which case the Director's vote will serve as the tie breaker.

### **1.5 Sub-Committees of School Council**

- a. School Council has a Standing Curriculum Sub-Committee.
- b. School Council may create *ad hoc* sub-committees as desired and approved as per normal voting procedures; School Council must specify the sub-committee membership, mandate, chair, quorum and reporting relationship to School Council.

#### **1.5.1 Standing Curriculum Sub-Committee**

- a. *Membership* – all RFA tenure-stream faculty members are members of the committee; at least one student member of School council is a member of the committee; where the matter under consideration pertains to the graduate program, the student member must be a graduate student.

- b. *Mandate* – at the request of School Council, the committee prepares curriculum proposals, adjustments and additions or deletions along with relevant recommendations for consideration at School Council. School Council determines whether specific curriculum matters are referred to the Standing Curriculum Committee or whether such matters are dealt with at School Council directly.
- c. *Chair* – the committee will designate a chair from among its members. The maximum term for any Chair is two years.
- d. *Quorum* – the committee has quorum when 50% of faculty members and one student are present.
- e. *Reporting Relationship to School Council* – the committee makes recommendations related to curriculum to School Council.

## **1.6 Dispute Resolution**

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

## **1.7 Amendments**

Any amendments to these bylaws require approval of School Council by its normal voting procedures and rules and are subject to endorsement of the Director and approval of the Dean and Senate.