

TED ROGERS SCHOOL OF RETAIL MANAGEMENT UNDERGRADUATE PROGRAM COUNCIL BY-LAWS

1) ROLES & RESPONSIBILITIES

- a. The undergraduate School Council of the Ted Rogers School of Retail Management (TRSRM) is responsible for academic policy and procedure recommendations pertaining to undergraduate education and offerings in TRSRM in a manner which is consistent with the policies and procedures of the University. The approval of policies and procedures that have a significant impact on the School must be conducted in consultation with all School stakeholders and the Dean of the Ted Rogers School of Management (TRSM) before implementation.
- b. The School Council of TRSRM may recommend policies and procedures with university-wide implications. However, the endorsement of the Dean, TRSM, is required before submission to any governing body beyond the program department.
- c. The School Council of TRSRM may report directly to the Senate on issues of specific interest to the School, and/or on matters of general interest.
- d. The School Council may also contribute to fostering two-way communication between the student body (i.e. beyond student representatives) and the Director, faculty and staff. Annual objectives will be established at the initial meeting each year.
- e. The School Council may revoke or amend the objectives by a majority vote at any time. However, proposed changes must be forwarded to Council members one week prior to the next meeting of the Council to allow for an adequate review period.

2) COMPOSITION

- a. The Director of the School, all full-time faculty members of TRSRM, and representatives chosen by and from the part-time Instructors of the School (CUPE members) will sit on the Council. At least one (1) part-time Instructor shall sit on the School Council. If a Part-time Instructor is unable to fulfill his/her Council obligations, as determined by him/herself or by a majority vote of the Council, a vote by the Part-time Instructors will be held, to elect a representative to fill the vacant position. If a vote is not feasible (too few part-time instructors), the Director of the School will appoint a Part-time Instructor to sit on the Council.
- b. Students, two each from first, second, third and fourth years will be elected to sit on the Council. If a student is unable to fulfill his/her Council obligations, as determined by him/herself or by a majority vote of the Council, they will no longer be able to serve as the school council class representative. An election will be held to fill the vacant position.

The School will inform all program students at least one week in advance of the time and location of the voting process each year. To serve on the Council, a student representative must have, and maintain, a clear academic standing for the duration of their term.

3) VOTING

- a. Voting cannot occur by proxy. In the event of a tie, the *Director of the School* will have an additional vote to break the tie. Students, elected by and from the students in TRSRM will have voting privileges in a ratio of not less than one-fourth and not more than one-third of the total. For example, if there are 3 full-time faculty members, 1 part-time faculty member, and the Director on the TRSRM School Council, the ratio of student to faculty votes will be 4:12.5. If the faculty complement grows, the proportion of votes may be adjusted to maintain the balance required in Senate Policy #45.
- b. For voting purposes, there will be one vote allocated for each program year. The School Council Representatives for each year will confer and will vote collectively on behalf of the year.

The membership and voting privileges of the TRSRM School Council are as follows:

Members	Votes
Director of the School	2.5 votes
All Full-time Faculty Members (RFA members)	2.5 votes/person
Part-time Instructors (CUPE members)	2.5 votes/person
Student Representatives	1.0 (one collective vote/year -1 st , 2 nd , 3 rd , 4 th year)

4) TERM OF OFFICE – STUDENT REPRESENTATIVES

The term of office will begin on September 1st, and continue for one year, ending on August 31st.

5) RESPONSIBILITIES AND ETHICAL BEHAVIOUR

A standard explanation of the responsibilities and ethical behaviours required of TRSRM Council members is to be given to each member of the Council in September of each year, to be signed and returned to the chair signifying their understanding of the responsibilities and behaviour. Student representatives are required to discuss and understand their year's issues and opportunities, and bring them to the School Council for review.

6) QUORUM

Quorum for School Council meetings will not be less than fifty percent (50%) of the members with voting privileges, where a majority of those present are faculty members. However, to formally vote, the balance, according to Senate Policy 45, must be maintained.

7) CHAIR OF COUNCIL

The Chair of the Council will be elected at the first meeting. S/he is responsible for preparing the agendas and for conducting meetings. The Director of the School or a full time TRSRM faculty member may serve as Chair. The Chair may strike sub-committees as needed.

8) MINUTE-TAKER/MEETING SECRETARY

A Minute-taker will be appointed at the beginning of the term and will last for one term only. The Minute-taker will be responsible for recording the proceedings of the meeting and attendance. The Administrative Coordinator will arrange for proofreading and distribution of the minutes to all Council Members.

9) MEETINGS & NOTICES OF MEETINGS

A minimum of 2 meetings (one in Fall and one in Winter semester) are required. Staff may attend and are encouraged to do so, but they may not have voting privileges. Staff may serve on sub-committees of the School Council. A notice in writing (letter or e-mail) of a School Council meeting will be sent to all Council members at least fourteen (14) days prior to the date of a meeting. Ideally, each future meeting will be established at the end of the previous one. Due to timetabling, this may not be possible.

10) AGENDA ITEMS

To be included in an upcoming meeting, agenda items for consideration must be submitted to the chair at least one week prior to the date of the meeting. Agendas will be sent out five (5) working days in advance of the meeting.

11) AMENDMENTS

The council may revoke, amend or re-enact these by-laws by a two-thirds vote of the Council at any time. Any proposed changes must be forwarded to each member one week prior to the next meeting of the Council, in order to allow for an adequate review period.