

## BYLAW OF THE ARTS AND CONTEMPORARY STUDIES PROGRAM COUNCIL

### ***Mandate***

Students, faculty, and staff are partners in the functioning of the *Arts and Contemporary Studies* (ACS) Program. This Council is the principal mechanism for bringing together these constituencies to identify, discuss, and resolve matters of mutual concern.

The specific mandate of the Program Council is:

- to develop, recommend and maintain all academic policies relevant to the Program within the context of general University policies;
- to contribute actively to the operation and long-term planning of the Program through the creation of committees, working groups, and other mechanisms as deemed appropriate; and
- to provide an arena for debate, discussion, and the dissemination of information on matters pertinent to the Program.

### ***Authority of Council***

- The Council will operate in the spirit of Ryerson's Constitutional provisions for Departmental/School Councils. (Senate Policy #45.)

### ***Membership***

Membership on the Program Council comprises the following:

- the Program Director
- the Chairs of the following Departments: English, French and Spanish, History, Philosophy and Music, and Sociology )
- one RFA member teaching in the Program in the current year, apart from the Program Director and Chairs, from *each* of the following departments: (a) English, (b) French and Spanish, (c) History, and (d) Philosophy and Music. (These will be elected each September by all of the faculty teaching that same year in the Program, and will serve a one-year term.)
- One student from each year of the program (for a total of four) elected each September by the students from that year. (These will all serve a one-year term.)
- the Program Assistant (non-voting)

All meetings of the Program Council are open for anyone to attend.

### ***Chair of Council***

- The Chair of Council will be elected by and from Council members, normally at the September meeting of Council.
- The Council Chair is responsible for
  - calling and conducting meetings;
  - setting agendas;
  - maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is filed with the Program Assistant;
  - monitoring follow-up to Council actions
- The Chair of Council is a non-voting member, *ex officio*, of all Council Committees
- The Chair of Council may request another council member to act in his or her stead on an interim basis.
- There is no limit on the number of terms that may be served by a Chair, provided that an election is held duly each year.

### ***Council Procedures***

- There will be no fewer than two meetings per academic year. Additional meetings may be held at the call of the Council Chair or at the request of a quorum of Council members.
- Notices of meetings will normally be distributed at least three days in advance.
- A quorum is 50% of Council's full membership.
- Votes decided by a simple majority of voting members present at a meeting.
- A decision to amend council bylaws requires a two-thirds majority of voting members present at a meeting, and can be taken only after written notice has been provided to all members at least three days in advance of the meeting.
- The Chair of Council will vote only in the event of a tie.
- Email voting may be used under appropriate circumstances.

### ***Committee Structure, Mandates, and Composition***

The standing committees and Coordinators of Council and of the Program are given below, but additional committees, coordinators, and working groups may be established at any time with the approval of the Council. Both the Program Director and the Chair of Council, are non-voting members, *ex-officio*, of all committees. All

committees have a quorum of 50% of voting members. Ex-officio members may vote in the event of a tie.

### 1. **Nominating Committee**

Composition: Three faculty members elected by the Program Council

Mandate: The Nominating Committee establishes slates of candidates (not necessarily from Council) for elections for the Curriculum committee and the External Liaison committee.

### 2. **Curriculum Committee**

Composition: Four faculty and two student representatives. These are elected from the slates provided by the Nominating Committee. Committee members who are faculty serve for a one year term and Committee members who are students serve for a one year term. The Committee will be chaired by the Program Director, who can then appoint a vice chair from among the elected members of the Committee.

Mandate: The curriculum committee is Council's chief instrument to ensure the curricular integrity, currency, and relevance of the *Arts and Contemporary Studies* Program. The Committee will:

- monitor the Program curriculum on an ongoing basis to determine whether it satisfies the Program objectives.
- recommend to Council any reviews and/or revisions that it may deem necessary; co-ordinate such reviews and revisions; and in respect to proposed revisions, assist the Program Director in dealing with the University's approvals process.
- work with the Program Director to co-ordinate the Program's response to Ryerson's periodic program review procedures.
- respond to queries, requests, or proposals from any constituency within the Program or the University when these bear upon program curriculum.
- Courses are approved by Council based on a recommendation of the Curriculum Committee. The Curriculum Committee may seek the advice of the relevant theme committees.

### 3. **External Liaison Committee**

Composition: Two faculty elected by (but not necessarily from) Council; the Council may second additional members.

Mandate: Recognizing the Program Director as the official representative of the Program in external matters, the External Liaison Committee will work with the Program Director in both a support role and a planning and strategic advisory role to promote the external interests of the Program. The Committee will advise and support the Program Director in the following areas:

- High school liaison
- External Advisory Committee
- Fund-raising
- Alumni relations
- Matters involving academic/professional associations
- Contract, partnerships, and external agreements

#### **4. Scholarships and Awards Committee**

Composition: The four elected faculty Council representatives and the four elected student Council representatives.

Mandate: The mandate of this committee is to oversee the adjudication of all awards (such as the “Spirit of ACS” Awards) that fall under the purview of the ACS Program Council, to recommend that new awards be established as appropriate, and to recommend revising the terms and conditions of awards that fall under the purview of the Council, as appropriate. Recommendations of this committee are to be voted on by the Council as a whole.

#### **5. Coordinators of Council/Program**

Council may, at its discretion, appoint coordinators in the following areas. These coordinators will report periodically to the Council.

- admissions
- library
- space and physical resources
- continuing education
- program seminars