

Ryerson University
Department of Chemical Engineering
Department Bylaws

Approved by the Department Council

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Approved by the Dean, FEAS

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Approved by the Academic Governance and Policy Committee of Senate

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DEFINITIONS

Chair—Council Chair unless otherwise indicated

Council—Departmental Council of the Department of Chemical Engineering

Department—Department of Chemical Engineering

Faculty—full time faculty member(s) of the Department including probationary faculty, limited term faculty, assistant, associate and full professors

Member— All individuals who are members of Council, including undergraduate and graduate students, engineering specialists, and faculty

Student(s)—an individual who is currently registered in the undergraduate/graduate program of the Department

Engineering Specialists— All full-time engineering specialists of the Department of Chemical Engineering

Staff—personnel associated with the unit who are members of OPSEU or MAC.

University—Ryerson University

1. OBJECTIVES

The purpose and objectives of the Council are:

- a) To develop and recommend academic policies relevant to the Department
- b) To promote an effective teaching, learning and research environment within the Department
- c) To represent, maintain and advance the interests of Council members within the Department
- d) To work with the administration and other groups within the University around areas of common concern

2. STRUCTURE

a) Membership

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

- i) All faculty
- ii) Two undergraduates, and one M.A.Sc. and one Ph.D. students elected by their respective constituencies
- iii) One engineering specialist elected by their constituency
- iv) One staff elected by their constituency

All members of the Department Council are voting members.

b) Standing Committees

The Council shall establish the following standing committees:

i) Curriculum Committee

Function:

- To make recommendations to Council regarding the following:
 - Short-term curriculum problems within the Chemical Engineering undergraduate program
 - Long-term curriculum planning to meet the academic needs
 - Program and course changes as required to maintain accreditation.

- Meeting frequency: At least twice a year, once in each of the Fall and Winter semesters.

Membership:

- Four faculty members, including the Chair of the Department, each registered as P. Eng.
- The Associate Chair of Undergraduate program of the Department
- Two undergraduate students, who are members of Council

ii) Budget and Physical Resources Planning Committee

Function:

- To identify, prioritize and monitor the budget and physical resources required for the Department
- To liaise with other committees of Council on matters related to budget and physical resources
- Meeting frequency: At least twice a year, once in each of the Fall and Winter semesters.

Membership:

- Two faculty members, Associate Chair of the Undergraduate program, and Associate Chair of the Graduate program
- One engineering specialist
- The Chair of the Department
- One non-voting Administrative Coordinator

iii) Health and Safety Committee

Function:

- To assist the Chair of the Department, and the Departmental Safety Officer in the development, implementation, and maintenance of the applicable programs as set out in the Environmental Health and Safety (EHS) Management System defined by Ryerson University Policy 1-450.
- To ensure that the environmental health and safety concerns of workers within the Department are addressed as soon as is reasonably practicable

either by: action of the Committee, action of the Chair of the Department, or referral to University's Joint Occupational Health and Safety Committee

- To work with the Chair of the Department to establish and maintain safe working conditions within the Department
- To advise Council on the safety policies and initiatives of Department as well as University
- Meeting frequency: At least twice a year, once in each of the Fall and Winter semesters

Membership:

- Three faculty members
- At least two engineering specialists including the Department Safety Officer
- One M.A.Sc., and one Ph.D. students, who are members of Council

c) Ad-Hoc Committees

Function:

- Ad-hoc committees may be established by Council from time to time to investigate, report, and/or make recommendations on specific issues
- At the time of establishment by Council, a chair must be elected by Council members, quorum must be decided upon, and who reports and how to do it (reporting relationship outlined in Senate Policy 45)

Membership:

- When possible, faculty and student membership should reflect the membership proportions of Council as a whole

d) Term of Office

i) Officers of Council

- The Officers of Council (Chair, Vice-Chair, and Secretary) shall be elected to office from the faculty for a renewable two-year term. No member shall hold a particular office for more than two terms in succession. A member elected to fulfill the term of a vacated office is eligible to hold the office for two full terms in addition to the remainder of the term he or she is elected to fulfill.

ii) Members of Standing Committees

- Faculty members shall hold office for a renewable two-year term. Student members shall hold office for a renewable one-year term.

iii) Members of Ad-Hoc Committees

- Members of ad-hoc committees shall hold office until the report of the committee has been accepted by Council, or the ad-hoc committee has been disbanded by Council.

iv) Student Members of Council

- The student members shall be elected for a renewable one-year term.

i) Engineering specialist

- The member chosen from the engineering specialists shall be elected for a renewable two-year term.

e) Duties of Office

A thorough knowledge of the constitution, the By-laws, and the rules of order is a prerequisite for all officers of Council.

i) Chair

- The Chair shall call the meetings of Council.
- The Chair shall preside at all meetings of the Council, enforce the objectives, By-laws, and rules of order, and ensure that the committees perform their duties.
- The Chair shall be an ex-officio non-voting member of all standing committees and of any committees established by Council.
- The Chair shall communicate actions of Council to the administration of the University when requested by Council.
- The Chair may vote only to break a tie.

ii) Vice-Chair

- The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair.
- In the event that the Chair is vacated, the Vice-Chair shall perform the duties of the Chair and arrange for the timely election of a new chair.
- The Vice-Chair shall call for nominations or elections. He (she) shall receive nominations from the student members, and engineering specialists and ensure elections are carried out in a timely manner.

- Insures that Standing Committees submit a report of their activities and their recommendations to Council at least twice a year, once in each of the Fall and Winter semesters, and that reports of the Ad hoc committee(s) are submitted on time to Council.
- The Vice-Chair shall assist the Chair in any matter, as requested by the Chair.

iii) Secretary

- The Secretary shall be responsible for provision of written notice of Council meetings and distribution of the agenda 5 working days prior to meetings.
- The Secretary shall be responsible for the compilation and distribution of the Minutes within 10 working days following meetings.
- The Secretary shall attend all meetings of Council and record all facts and minutes of all proceedings of the meetings. If necessary, the Secretary may request assistance of a staff member of Council and/or Department as a recording secretary.
- The Secretary will maintain soft and hard master copies of the By-laws, procedures, and standing rules, and will revise them as Council approves changes. The Secretary will ensure that the master copies are passed on to the succeeding secretary in a timely manner.

iv) Chairs of Committees

- The chairs of the committees are responsible for calling committee meetings.
- They are responsible for reporting in writing the activities of the committees to the Council at least twice a year, once in each of the Fall and Winter semesters.

They are responsible for ensuring all positions in their committee are filled and for reporting the membership of their committee to Secretary of Council as soon as membership composition is known

3. MEETINGS

a) Attendance at Committee Meetings

- i) Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.
- ii) A committee member may not appoint a voting designate to act in their stead at a committee meeting.

b) Input to Committees

- i) Committees will review matters pertaining to their mandates at their own initiative.
- ii) Committees may also be requested by Council to review other matters.
- iii) Any member of Council may request a committee to review a matter. In this situation, the proposal must be submitted in writing to the committee and must be co-signed by another Council member.

c) Meetings of Council and Standing Committees

i) Departmental Council

- Departmental Council shall meet at least twice per year, once in the Fall and Winter semesters.

ii) Standing Committees

- Standing committees shall meet as required. Each committee shall submit and present a written report to Council at least at least twice per year, once in the Fall and Winter semesters, the preferred time being at a regular meeting or after consultation with the Chair.
- A standing committee may request that the Chair calls a special meeting of Council to report on the work and recommendations of the committee.

iii) Special Meeting

- A special meeting of Council shall be held following a written request by any eight members of Council to the Chair, with a copy of the request to the Chair of the Department. The Chair shall call the meeting within 14 days of receiving the written request.

d) Notice of Meetings

- i) Under normal circumstances, written notice of Council meeting and agenda shall be given one week prior to the meeting. When there is an urgent matter, a meeting may be announced through email or telephone correspondence 24 hours before the meeting.

e) Quorum

At meetings of Council, a quorum shall be 50% of the full membership with the ratio as defined in the structure. A faculty member on leave will not be counted unless present at the meeting.

4. PROCEDURES

a) Procedure for Nomination to Council Office or Standing Committee Membership

- i) The Vice-Chair of Council shall call for nominations to Council Office and to Standing Committees membership annually in early September. Names of the nominees shall be freely available to all members of Council. If no nominations are received for a position before the first meeting of Council, the Chair may call for nominations from the floor. If positions remain vacant after the meeting, the Chair may request that the Vice-Chair initiates a second call for nominations or that the respective constituencies elect other members to the committees.

b) Elections

- i) The Vice-Chair of Council, with the assistance of Administrative Coordinator (or of Departmental Assistant), will ensure that elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.
- ii) Officers of Council and members of Standing Committees shall be elected by Council at the beginning of the Fall semester. The elected officers will take office upon adjournment of the meeting at which they are elected.
- iii) Members of Committees
 - Members of committees shall be elected from Council at the beginning of the Fall semester.
- iv) Officers of Committees
 - Any member elected at Council will call the first meeting of their respective standing committee to elect a chair and a secretary from its membership. The chair and the secretary must be members of Council.

c) Vacancies

The call for an immediate election to fill any vacancy on Council or in committee membership will be conducted by the Vice-Chair of Council except as outlined below:

- i) Vacancy of the Vice-Chair of Council
 - If the position of Vice-Chair of Council becomes vacant, the Chair shall call the election to fill the vacancy.
- ii) Vacancy on Standing Committee
 - In the event that a member is unable to continue his/her membership, the chair of each standing committee must report it to the Vice-Chair of Council to find a replacement for the remainder of the term.

5. POLICY RECOMMENDATIONS

a) Authority

- i) Authority for policy recommendations of Council is explained in Governance Councils in Policy 45 of Senate of University.

b) Decisions of Council

- i) The decisions of Council will normally be made by a simple majority of the voting-eligible members present. Major decisions will require a two-thirds majority of the voting-eligible members present.
- ii) Council will decide when an issue is major by a simple majority of the voting-eligible members present.
- iii) Council may decide by a simple majority of those present to poll the entire membership using a secret ballot for any issue.

c) Recommendations of Committees

- i) The recommendations of committees shall be approved by Council before being transmitted or implemented.

6. AMENDMENTS TO BY-LAWS

The amendments to By-laws require a two-thirds majority vote of the Council members. The amendments must be ratified by Ryerson Senate.