

# BYLAWS

Approved by the School Council

June 13, 2019

Approved by Senate

March 3, 2020

# **BYLAWS OF DISABILITY STUDIES SCHOOL COUNCIL**

## **Mandate**

Students, faculty and staff are partners in the functioning of the School of Disability Studies. The School Council (hereafter Council) is the principal mechanism for bringing together these constituencies to identify, discuss and resolve matters of mutual concern.

The specific mandate of the Council is:

- To develop and recommend policies relevant to the School within the context of general University policies.
- To contribute actively to the operation and long-term planning of the School through the creation of committees, working groups and other mechanisms as deemed appropriate.
- To provide a forum for debate, discussion, and the dissemination of information on matters pertinent to the School.

## **Authority of Council**

In keeping with Ryerson's constitutional provisions for Department/School Councils (Senate Policy #45), the authority of the Council is as follows:

The Council may initiate policy recommendations on any matter pertaining to the operation of the School. If such policies have significance and effect only within the School, approval by Council, and by the Director of the School and Dean of the Faculty of Community Services, will provide authority for action. Such action will be reported by the Dean of the Faculty of Community Services to the Senate for its information.

If such policies have extra-School ramifications, they shall be transmitted to the Dean of the Faculty of Community Services for discussion with the Dean's Council of Chairs. If there are no ramifications beyond the Faculty, the matter may be settled there with the approval of the Dean of the Faculty of Community Services, and shall be reported to Senate by the Dean of the Faculty of Community Services for its information. If there are broader ramifications, the recommendation shall be brought to the Senate for action.

In the event of a disagreement between Council and the Dean of the Faculty of Community Services, or between Council and the Director of the School and the Dean of the Faculty of Community Services, the disagreement will be referred by the disputants to the Provost and Vice-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action. Should such a matter have bearing on the academic policy of the University as a whole, the matter shall be reported to the Senate upon its resolution.

Without prejudice to the above protocols, the authority of Council embraces two additional principles:

The Council will not enter into debate or take action on any matter that would jeopardize customary expectations of confidentiality in respect to students, faculty, or staff, or on matters of an explicitly contractual nature.

The Council does not have the authority to override decisions made by School committees that do not formally report to it, for example the Department Evaluation Committee (DEC) and Department Hiring Committee (DHC). Council does, however, have the authority to discuss such decisions and to provide advice, save in cases precluded by considerations of confidentiality and/or contractual requirements, as specified above. The determination of such restrictions is the responsibility of the Director of the School.

## **Membership**

All faculty members in the School including the Director of the School but excluding any person above the rank of Director (eg: Dean, Associate Dean).

Up to two instructors in the department with teaching assignments during the year of their appointment to the Council. The Director will seek expressions of interest from the instructor pool every September. Contract lecturers can serve a two-year term before new elections must take place.

Students, elected by and from the students in the School of Disability Studies, in a ratio of not less than one fourth and not more than one third of the total voting faculty members of the Council.

The Program Coordinator is appointed to Council as a non-voting member. This person will serve as Secretary for the Council and will take minutes of meetings. In the absence of this person, the Director will appoint a secretary. This person will construct the agenda in consultation with the Director. Any member of Council may submit agenda items.

Council may invite additional non-voting members to Council on limited term appointments usually not exceeding one year. These invitations could include representatives from other academic units at Ryerson, Distinguished Visiting Professors, the *Ethel Louise Armstrong Postdoctoral Fellow*, the *Tanis Doe Postdoctoral Fellow*, or others as deemed appropriate by vote of Council.

## **Meetings**

The School Council will meet twice a year, once in each of the Fall and Winter semesters. Between meeting of the Council, less formal meetings of faculty may advise the Director.

All regular meetings shall be called by the Director giving all members at least 5 working days advance notice.

Additional meetings may be called either by the Director of the School or by vote of Council.

## **Chair of Council**

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

The Chair of the Council 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 Coordinator.
- Monitoring follow-up to Council actions.

## **Voting and Quorum**

Quorum for all Council meetings shall be fifty percent (50%) of the voting members, where a majority of those present are faculty members. Faculty on leave (sabbatical or long term sick leave but not briefly ill) who are absent from the meeting shall not be included for the quorum calculation.

‘Presence’ can be either in person or by electronic means.

Each member of the Council may cast one vote. The support of a simple majority (50% plus one) of those casting either a yes or a no vote is required to carry a motion. The exception to this is on the matter of changes to the bylaws which require a two thirds majority.

The Director shall be entitled to vote.

## **Openness of Meetings**

Council meetings are open to observers recognizing that in-camera sessions may be required.

Specifically, the following may attend Council meetings as observers:

- Contract Lecturers
- Full and part-time staff
- Students enrolled in the DST program

## **Council Sub-committees**

### Curriculum Sub-committee

As necessary throughout the year, the faculty members in Disability Studies may constitute a Curriculum Subcommittee in order to prepare curriculum proposals, make adjustments and additions or deletions and develop relevant recommendations for consideration at Council.

- Chair – The director will chair the meetings. Decisions will be by consensus.
- Quorum – All faculty members who are on the Curriculum sub committee must be present.
- Recommendations – will go forward to Council at its annual meeting.

### Other Subcommittees

Council may also establish such other subcommittees as may be thought necessary to consider any other matters of concern to the School. That process will include specifying membership, mandate, chair, quorum and reporting relationship to Council.

Membership of all committees and subcommittees is on a volunteer basis and is approved by Council.

The term of office of members of any committee or sub-committee is normally one year, beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>.

There is no limit on the number of terms that may be served by a member of any committee or sub-committee, provided that the member is re-elected or appointed by the Director every year.

### **Dispute Resolution**

In the event of a disagreement between 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.

### **Amendments**

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