

Faculty of Community Services  
School of Early Childhood Studies  
School Council Bylaws

Approved by University Senate: December 7, 2021

**1. Introduction**

*The School of Early Childhood Studies (ECS) 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.*

**2. Mandate**

The Council has the following mandate:

- a. School Council will approve policies with exclusive effect on the School of ECS.
- b. School Council is responsible for the collegial oversight of all academic matters of the school including changes to curriculum and courses.
- c. To foster understanding and co-operation among faculty, staff and students.

**3. Composition**

a. The following shall be voting members of the School Council:

- i. All RFA faculty members except those who have left to take on administrative positions in the University. Faculty on sabbatical can vote if they are present at the meeting.
- ii. School Director
- iii. Associate Directors
- iv. One part- time/sessional instructor chosen by and from the sessional and part-time instructors of the school. Representatives shall be chosen by means of election at the beginning of Fall semester. All part-time and sessional instructors under contract to teach in the Fall or Winter semesters are entitled to be nominated and vote for the representative.
- v. Students:  
Students shall be elected at a ratio of not less than one fourth and not more than one third of the total voting faculty members. Membership shall have representation from the following 6 categories:
  - o President of the ECS Course Union
  - o One representative from the MA-ECS graduate student body
  - o One representative from the part-time program
  - o One representative from the MA-ECS Graduate Course Union
  - o One representative from the 1<sup>st</sup> year students
  - o One representative from the Direct Entry students

Representatives shall be chosen by means of election at the end of Winter semester for the following academic year with the exception of the 1<sup>st</sup> year, Direct Entry and Graduate Course Union representatives who will be elected in the following fall term.

- b. The following shall be non-voting members of Council as available and/or required for specific business:
  - Part-time Program Manager
  - Manager, Children and Family Programs
  - Graduate Program Administrator
  - Professors Emeritus
  - Student Affairs Coordinator
  - Field Education Coordinator
  - Field Education Assistants
  - Departmental Assistant
  - Visiting Professors
  - Post-doctoral students

#### **4. Voting**

- a. 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. Email votes are allowed when Council is not able to meet as a group.
- b. The Chair of the School Council will not vote on matters except in the case of tied votes, in which case the Chair's vote will serve as the tie breaker.

#### **5. Selection and Duties of Chair and Secretary**

- a. Chair
  - i. The Chair of School Council shall be a RFA faculty member and selected by means of election by Council members during a meeting in the winter semester to begin serving in the following fall semester.
  - ii. The term of office shall be two years.
  - iii. The Chair is responsible for scheduling meetings, setting an agenda, distributing relevant documents and maintaining order and decorum at meetings.
  - iv. The Chair is responsible for overseeing the distribution of meeting minutes to Council members.
- b. Secretary
  - i. The Secretary shall be selected by means of election by Council members during a meeting in the winter semester. The secretary shall be elected from members of the council.
  - ii. The term of office shall be one year.
  - iii. The Secretary is responsible for recording all proceedings of meetings including attendance. The proceedings shall be vetted by the Chair prior to distribution to Council members and the FCS Dean by the Secretary within 10 business days of the meeting.

#### **6. Meetings**

- a. All School Council meetings will follow Bourinot's Rules of Order.
- b. The School Council shall meet at least twice a year, once in each Fall and Winter semester.

## 7. **Notice of Meetings**

- a. The Chair shall forward to each Council member a notice of meeting at least 15 days in advance of each meeting.
- b. A Council member who wishes to propose an agenda item must submit it to the Chair at least ten days in advance of the meeting at which the member wishes it to be considered.
- c. An agenda, including all relevant documents and motions will be forwarded to each Council member at least five days in advance of each meeting.
- d. A special meeting may be called without 15 days' notice at the discretion of the Chair and/or Director. Members of the Council can request the Chair or Director to call a special meeting to address an urgent matter.
- e. The first meeting of each academic year shall be the final Monday of September.

## 8. **Quorum**

- a. A quorum shall consist of no fewer than half the voting school council members
- b. The number of faculty in attendance must be greater than the number of students.
- c. 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.
- d. 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.
- e. Faculty members on official leave (e.g., 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.

## 9. **School Council Committees**

### a. **General Regulations**

- i. School Council shall establish the following committees to review the following School matters:
  - Curriculum and Course Development
  - Scholarly Research and Creative Activities
  - EDI
  - Communications
- ii. Faculty members who are selected for Committees each Fall, serve as the voting members of the committee. The Director and Associate Directors are counted as faculty.
- iii. Student membership on each committee shall reflect the membership proportions for the whole School Council in accordance with section 3a(v) save in cases where there may be a conflict of interest. In such cases, procedures shall be established to provide for input from the excluded member.
- iv. Meetings of the committees are open to all who are interested.

### b. **Committees**

- i. Curriculum and Course Development Committee

- ii. **Mandate.**
  - a. Review the School's curriculum and recommend revisions, additions, deletions and bring to the School Council for approval
  - b. Review curriculum of other departments and services offered by other units when appropriate in order to determine impact on the School's curriculum
  - c. Report on any issues within its mandate

- iii. **Members**

The following shall be members of the Curriculum and Course Development Committee:

- a. School Director
- a. Faculty
- b. Students
- c. A Chair will be elected from among the members of the committee

- ii. **Scholarly Research and Creative Activities (SRC) Committee**

- 1. **Mandate:** To promote and foster scholarly, research and creative (SRC) activities as essential components of academic life. To represent the School of ECS on the FCS SRC committee.
- 2. **Members:** The following shall be members of the SRC Committee:
  - a. Faculty
  - b. Students
  - c. A Chair will be elected from among the members of the committee. The Chair will serve for one year, and sit on the Faculty of Community Services SRC committee for that time period as well.

- iii. **Equity, Diversity and Inclusion Committee (EDI)**

- 1. **Mandate.** The mandate of the EDI Committee is to promote and foster a culture in the School of Early Childhood Studies dedicated to the pursuit of equity, diversity, and inclusion by working to recognize and de-center the ways in which systems of oppression (including ableism, childism, classism, colonialism, gender-based discrimination and homophobia, anti-Black racism and other forms of racism) have shaped the historical legacy of early childhood studies and that continue today. Our mandate also includes implementing concrete actionable change to foster social justice.
- 2. **Members:** The following shall be members of the EDI Committee:
  - a. Faculty
  - b. Director
  - c. Students
  - d. Chair/Co-Chairs will be elected from among the members of the committee for a two year term

- iv. **Communications Committee**

- 1. **Mandate:**
  - a. To foster a positive learning environment for ECS students, faculty and administration.

- b. To provide a forum for addressing issues pertaining to school policies and practices.
  - c. To facilitate communication among the different constituents within the school.
2. The following shall be members of the Communications Committee:
- a. Faculty
  - b. Director
  - c. Associate director
  - d. Academic advisors for the full-time and part-time programs
  - e. Students
  - f. Student advocate from the Course Union (non- voting)
  - g. Associate Director of Academic Leadership will chair the committee.
10. **Dispute Resolution:** See Senate Policy No. 45, Constitutional provisions for Department/School Councils
11. **General Information:** See Senate policy No. 45, Provisions for Department/ School Councils.