

BYLAWS

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1. Departmental Council

1.1 Mandate

Students, faculty, and staff are partners in the functioning of the Department of Economics (hereafter Department). The Departmental 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:

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

1.2 Authority of Council

In keeping with Ryerson's constitutional provisions for Departmental/School Councils, the authority of Council is set out as follows:

- 1.2.1 The Council may initiate policy recommendations on any matter pertaining to the operation of the Department. If such policies have significance and effect only within the Department, approval by Council, and by the Chair of the Department and Dean of the Faculty of Arts, will provide authority for action. Such action will be reported by the Dean of the Faculty of Arts to Senate for its information.
- 1.2.2 If such policies have extra-Departmental ramifications, they shall be transmitted to the Dean of the Faculty of Arts for discussion with the Committee 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 Arts, and shall be reported to Senate by the Dean of the Faculty of Arts for its information. If there are broader ramifications, the recommendation shall be brought to Senate for action.
- 1.2.3 In the event of a disagreement between Council and the Dean of the Faculty of Arts, or between Council and the Chair of the Department and the Dean of the Faculty of Arts, the disagreement will be referred by the disputants to the 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 Senate upon its resolution.

- 1.2.4 Without prejudice to the above protocols, the authority of Council embraces two additional principles:
- 1.2.4.1 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.
 - 1.2.4.2 The Council does not have the authority to override decisions made by Departmental committees that do not formally report to it. 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 Chair of the Department.

1.3 Membership

Membership on Departmental Council comprises the following:

- 1.3.1 All RFA members of the Department.
- 1.3.2 All full-time CUPE instructors in the Department.
- 1.3.3 The Departmental Administrator, the Undergraduate Program Administrator, the Internship and Placement Coordinator and the Graduate Program Administrator. These are non-voting members of Council.
- 1.3.4 One student to be elected from and by students of each year of the BA in International Economics and Finance (ICON) program. These are non-voting members of Council.
- 1.3.5 One student to be elected from and by students of each of the last three years the BComm in Economics and Management Science Major (EMS) program. These are non-voting members of Council.

The total number of students shall not exceed one-half of the total RFA and full-time CUPE membership. All meetings of the Council are open for anyone to attend.

1.4. Chair of Council

The Chair of Council will be elected by Council members from the RFA and full-time CUPE membership, normally at the September meeting of Council. The Chair of the Department or his/her designate shall convene the meeting.

- 1.4.1. The Chair of Council is responsible for:

- 1.4.1.1. Calling and conducting meetings.
- 1.4.1.2. Setting agendas.
- 1.4.1.3. Maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is filed with the Departmental Administrator.
- 1.4.1.4. Monitoring follow-up to Council actions.
- 1.4.2. The Chair of the Department and Chair of Council are ex-officio members of all Council committees and sub-committees.
- 1.4.3. The Chair of Council may request another council member to act in his or her stead on an interim basis.
- 1.4.4. There is no limit on the number of terms that may be served by a Chair of Council, provided that an election is duly held each year.

1.5. Council Procedures

- 1.5.1. Meetings will normally be held twice a year. There will in any event be no fewer than two meetings per year. Additional meetings may be held at the call of the Chair of Council or at the request of Council members.
- 1.5.2. Notices of meetings will normally be distributed at least three days in advance.
- 1.5.3. A quorum is 50% of Council's full membership.
- 1.5.4. Voting matters are normally decided by a simple majority of voting members present at a meeting. Decisions may be taken outside meetings through ballots distributed electronically or in physical form to all members.
- 1.5.5. 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. There is no proxy voting, and Council members must be in attendance at a Council meeting to vote.

1.6. Committee Structure, Mandates, and Composition

- 1.6.1. The standing committees of the Council are as follows:
 - 1.6.1.1. Administrative Committee

- 1.6.1.2. SRC Committee
 - 1.6.1.3. Undergraduate Program Committee
 - 1.6.1.4. Student Affairs Committee
- 1.6.2. All aspects of Graduate Programs will be dealt with by the Graduate Program Council.
- 1.6.3. Additional committees, coordinator, and working groups can be established at any time with the approval of the Council.
- 1.6.4. Membership of all committees and sub-committees is on a volunteer basis and is approved by Council.
- 1.6.5. The term of office of members of the any committee or sub-committee in September of each year is one year, beginning on September 1st and ending on August 31st.
- 1.6.6. **The Administrative Committee**
- 1.6.6.1. Mandate: The Administrative Committee considers and advises the Chair of the Department on all aspects of computing resources, works on external liaison, advises on the allocation of the travel budget within the Department, liaises with library staff, and monitors space and physical resources.
 - 1.6.6.2. Composition: All members of the IT/Website, External Liaison, Travel and Alumni sub-committees whose primary appointment is to the Department in September. The Departmental Administrator, the Undergraduate Program Administrator, the Internship and Placement Coordinator and the Graduate Program Administrator are ex-officio non-voting members of the Administrative Committee.
 - 1.6.6.3. There is no limit on the number of terms that may be served by a member of the Administrative Committee, provided that the member is re-elected every year.
 - 1.6.6.4. At the first Council meeting, the Chair of the Department will ask for at least two of its members to volunteer to sit on the IT/Website sub-committee who will advise on all aspects of computing resources and maintain our Departmental website.
 - 1.6.6.5. At the first Council meeting the Chair of the Department will ask for at least one of its members to volunteer to sit on the External Liaison sub-committee who will advise on all aspects of external liaison. Recognizing the Chair of the Department as the official representative of the Department in external matters, the External Liaison sub-committee will work with the Chair in both a support

role and a planning and strategic advisory role to promote the interests of the Department in the external arena.

1.6.6.6. At the first Council meeting the Chair of the Department will ask for at least two of its members to volunteer to sit on the Travel sub-committee who advise on the allocation of the travel budget within the Department. The Travel sub-committee will recommend to the Department any reviews and/or revisions to the department's travel policy and allocate the travel funds among applicants.

1.6.6.7. At the first Council meeting the Chair of the Department will ask for at least one of its members to volunteer to sit on the Alumni sub-committee who will monitor the Ryerson University Department of Economics Alumni Association and maintain a database where the Department's graduates obtain employment.

1.6.7. The SRC Committee

1.6.7.1. Mandate: The SRC Committee considers and advises the Chair of the Department on all aspects of the Department's scholarly and research activity. The SRC Committee will organize the Departmental seminars and monitor the Departmental working paper series.

1.6.7.2. Composition: At least 3 members of faculty whose primary appointment is to the Department of Economics in September.

1.6.7.3. There is no limit on the number of terms that may be served by a member of the SRC Committee, provided that the member is re-elected every year

1.6.8. The Undergraduate Program Committee

1.6.8.1. Mandate: The Undergraduate Program Committee exists to provide support for the Undergraduate Program Director who is appointed by the Vice Provost, Faculty Affairs upon recommendations of the Dean of the Faculty of Arts and of the Chair of the Department. The Undergraduate Program Committee considers and advises the Undergraduate Program Director on all aspects of undergraduate curriculum.

1.6.8.2. Composition: Any faculty member teaching an undergraduate course in the academic year and whose primary appointment is to the Department of Economics in September is an ex-officio member of the Undergraduate Program Committee. The Chang School's Academic Coordinator for Economics is also an ex-officio voting member of the Undergraduate Program Committee. The Undergraduate Program Administrator and Internship and

Placement Coordinator are ex-officio non-voting members of the Undergraduate Program Committee.

- 1.6.8.3. There is no limit on the number of terms that may be served by a member of the Undergraduate Program Committee, provided that the member is re-elected every year.
- 1.6.8.4. The Undergraduate Program 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; to co-ordinate such reviews and revisions; and in respect to proposed revisions, assist the Chair of the Department to deal with the University's approvals process;
 - work with the Undergraduate Program Director and Chair of the Department to co-ordinate the Department's response to Ryerson's periodic program review procedures, and;
 - respond to queries, requests, or proposals from any constituency within the Department or the University when these bear upon program curriculum.
- 1.6.8.5. EMS curriculum sub-committee. There shall be one sub-committee composed of the Undergraduate Program Director and at least one other Undergraduate Program Committee member that will oversee the EMS program. This sub-committee will liaise with the Ted Roger's School of Management to ensure the curricular integrity, currency, and relevance of the EMS major. Specifically, the EMS curriculum sub-committee will:
 - monitor the EMS program curriculum on an ongoing basis to determine whether it satisfies the major objectives;
 - recommend to Council and the Ted Roger's School of Management any reviews and/or revisions that it may deem necessary; to co-ordinate such reviews and revisions; and, in respect to proposed revisions, to assist the Undergraduate Program Director, Chair of the Department and the Director of the Ted Roger's School of Management to deal with the University's approval processes;
 - work with the Undergraduate Program Director and Chair of the Department to co-ordinate any response to Ryerson's periodic program review procedures and;
 - respond to queries, requests, or proposals from any constituency within the Department, the School of Business Management or the University when these bear upon program curriculum.

- 1.6.8.6. Continuing Education curriculum sub-committee. There shall be one sub-committee, composed of the Undergraduate Program Director, the Chang School Coordinator for economics and at least one other Undergraduate Program Committee member that will oversee the continuing education certificate courses and programs. Specifically, the Continuing Education curriculum sub-committee will:
- monitor the continuing education certificate courses and programs to determine whether they meet the objectives of the Department;
 - recommend to Council if any reviews and/or revisions that it may deem necessary, co-ordinate such reviews and revisions, and assist the Undergraduate Program Director and Chair of Department of Economics to deal with the University's approvals processes and;
 - respond to queries, requests, or proposals from any constituency within the Department or University when these bear upon our service courses and teaching.
- 1.6.8.7. ICON curriculum sub-committee. There shall be one sub-committee composed of the Undergraduate Program Director and at least one other Undergraduate Program Committee member that will oversee the ICON curriculum. The sub-committee will also oversee professionally-related Economics courses, liberal studies courses, the Economics minor, and the Economics major. Specifically, the ICON curriculum sub-committee will:
- monitor the Department's liberal studies and professionally related course offerings, as well as the Economics minor and Economics major to determine whether they meet the objectives of the Department;
 - recommend to Council if any reviews and/or revisions of the curriculum that it may deem necessary, co-ordinate such reviews and revisions, and assist the Undergraduate Program Director and Chair of Department of Economics to deal with the University's approvals processes and;
 - respond to queries, requests, or proposals from any constituency within the Department or University when these bear upon the department's service courses and teaching.

1.6.9. The Student Affairs Committee

- 1.6.9.1. Composition: The Chair of the Department, the Graduate Program Director, the Undergraduate Program Director and all student members of Council and Graduate Program Council.
- 1.6.9.2. Mandate: The Student Affairs Committee will be the main forum where

students can raise any issues regarding any of our courses or programs. The committee can make recommendations to Council and/or the Graduate Program Council.