

# **Molecular Science Graduate Program**

**Yeates School of Graduate Studies**

## **BY-LAWS OF GRADUATE PROGRAM COUNCIL**

Approved by YSGS Council  
27/02/2014

Approved by Dean, YSGS  
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Approved by the Academic Governance and Policy Committee of Senate  
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## TABLE OF CONTENTS

<b>DEFINITIONS</b> .....	<b>4</b>
<b>1. MANDATE</b> .....	<b>4</b>
<b>2. STRUCTURE</b> .....	<b>4</b>
a. Membership.....	4
b. Graduate Program Council Sub-Committees.....	5
c. Terms of Office.....	6
d. Duties of Office.....	6
e. Secretary (Program Administrator) .....	6
<b>3. MEETINGS</b> .....	<b>7</b>
a. Attendance at Committee Meetings.....	7
b. Input to Committees.....	7
c. Meetings of Graduate Program Council and Sub-Committees .....	7
d. Notice of Meetings .....	8
e. Quorum .....	8
<b>4. PROCEDURES</b> .....	<b>8</b>
a. Procedure for Nomination to Council Office or Sub-Committee Positions.....	8
b. Elections.....	8
c. Proxy.....	Error! Bookmark not defined.
d. Vacancies .....	8
<b>5. POLICY RECOMMENDATIONS</b> .....	<b>8</b>
a. Authority.....	8
b. Decisions of Council.....	8
c. Recommendations of Committees .....	9
<b>6. AMENDMENTS TO BY-LAWS</b> .....	<b>9</b>

**APPENDIX I:** Academic Council Policy 45 available on Senate website

**APPENDIX II:** YSGS Membership Policy available on YSGS website

## DEFINITIONS

**Chair:** Chair of Council, unless otherwise indicated

**Council:** Molecular Science Graduate Program Council

**Department:** the Department of Chemistry and Biology

**Faculty:** all full-time faculty members of the Council

**Graduate Student:** a graduate student who is supervised or co-supervised by a faculty member of the Department or who is registered in a graduate program administered by the Department

**Voting Member:** Faculty members at Ryerson University who are full YSGS members in the Molecular Science Program.

**Non-Voting Member:** Associate Members and Emeritus Members that have been approved for membership by the Molecular Science Membership Committee and the YSGS Dean.

**Associate Member:** Members with affiliations outside Ryerson University (academic, governmental and potentially business and commercial institutions).

**Program:** Molecular Science Graduate Program

## 1. MANDATE

- a. Responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to the program.
- b. Approve policy and procedure with significance and effect only in the program. Consultation with the Graduate Program Director, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of Record, and the YSGS Dean must take place before implementation.
- c. Recommend and communicate policies and procedures with implications beyond the program. The Faculty Dean must endorse policies and procedures before they are submitted to the YSGS Dean and YSGS Council.
- d. Report directly to YSGS Council on issues specific to the program.
- e. Promote an effective teaching, learning and research environment within Molecular Science program.
- f. Represent, maintain and advance the interests of members of the Molecular Science program.

## 2. STRUCTURE

### a. MEMBERSHIP

While all members are encouraged to attend council meetings and provide input, The Council will be comprised of voting members and should include:

- i. The Graduate Program Director (GPD) who shall serve as Chair of Council
- ii. The Department Chair
- iii. All faculty members who are full YSGS members in the Molecular Science Graduate program.
- iv. Two Graduate student representatives selected by and from graduate students in the program, as specified in the bylaws.
- v. The Program Administrator who shall serve as secretary (nonvoting member)

**b. GRADUATE PROGRAM COUNCIL SUB-COMMITTEES**

**i. Admissions and Scholarship**

Function:

- Review and evaluate student applications to the program and approve prospective students for circulation to the Molecular Science membership.
- Review and rank applications for scholarship competitions as required by the program.

Membership:

- The graduate program director, who shall chair the committee.
- Two Faculty, elected by the Council.
- Up to one additional member appointed by the program director, at their discretion.

**ii. Curriculum Committee**

Function:

- To make recommendations to Council regarding Molecular Science curriculum issues and curriculum planning to meet the academic needs of the program.

Membership:

- Four faculty members elected by the Council
- Any two Graduate students selected by and from the program

**iii. Membership Committee**

Function:

- Develop program-specific criteria and procedures for the approval of the Council and Dean of YSGS.
- Review membership applications at the program level in light of the rationale established for membership, submit its recommendations to the Dean of YSGS, and report on an annual basis to the Graduate Program Council.

- Review the YSGS membership list on an annual basis to the Council.

Membership:

- Graduate Program Director, who shall chair the committee
- One faculty member elected by the Graduate Program Council
- The Chair of the Chemistry and Biology department

**c. TERMS OF OFFICE**

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.

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 dissolved by Council.

Student Members of Council

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

**d. 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.

The Chair (Graduate Program Director) shall:

- Call the meetings of Council,
- Preside at all meetings of the Council, enforce the objectives, by-laws, and rules of order, and ensure that the committees perform their duties,
- Be an ex-officio, non-voting member of all standing committees and of any other committees established by Council, and
- Communicate actions of Council to the administration of the University when requested by Council.

**e. SECRETARY (PROGRAM ADMINISTRATOR)**

The Secretary shall:

- Be responsible for provision of written notice of Council meetings and distribution of the agenda one week prior to meetings,
- Be responsible for the compilation and distribution of the Minutes following meetings,

- Attend all meetings of Council and record all facts and minutes of all proceedings of the meetings,
- Maintain soft and hard master copies of the by-laws, procedures, and standing rules, revise them as Council approves changes, and ensure that the master copies are passed on to the succeeding secretary in a timely manner.

### **3. MEETINGS**

#### **a. Attendance at Committee Meetings**

- Committee members are expected to attend all committee meetings and to inform the committee chair of their regrets in case of a scheduling conflict.
- Any Council member may attend a meeting of any committee, of which he or she is not a formal member, as a non-voting participant.
- Committee members may not appoint a voting designate to act in their stead at a committee meeting.

#### **b. Input to Committees**

Matters to be reviewed by standing committees can come from the following sources:

- Committees will review matters pertaining to their mandates at their own initiative.
- Committees may also be requested by Council to review a matter.
- Any member of Council may request a committee to review a matter; however, the committee has discretion to decide not to investigate an issue from an individual member. In such a case, both the member and the Council Chair shall be informed of the committee's decision and the reasons for it. The member may ask Council to charge the committee with the task at the next meeting of Council.

Committees are expected to prioritize pending issues; however, when many important issues are pending, Council may be asked (either by the Committee or by a member) to set priorities for the Committee.

#### **c. Meetings of Graduate Program Council and Sub-Committees**

- Graduate Program Council shall meet at least twice a year, generally once in the fall term and once in the winter term.
- Sub-Committees

Sub-committees shall meet as required. Each committee shall submit and present a written report to Council at least once per academic year, the preferred time being at a regular meeting or after consultation with Council Chair. A standing committee may request that the Chair of Council call a meeting of Council to report on the work and recommendations of the committee.

**d. Notice of Meetings**

Under normal circumstances, written notice of the Council meeting and agenda shall be given one week prior to the meeting. When there is an urgent matter, a meeting may be called with three days notice, given in writing, prior to the date scheduled for the meeting.

**e. Quorum**

At meetings of Council, a quorum shall be 50% of the voting membership. A faculty member on leave will not be counted unless present at the meeting.

#### **4. PROCEDURES**

**a. Procedure for Nomination to Council Office or Sub-Committee Positions**

The Chair of Council shall call for nominations annually in the fall term. 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 the Council, the Chair may call for nominations from the floor. If positions remain vacant after the meeting the Chair may initiate a second call for nominations or that the respective constituencies appoint members to the committees.

**b. Elections**

The Chair of the Council, with the assistance of the Program Administrator, will ensure that the elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.

Members of Committees

Members of committees shall be selected from the Council membership, unless otherwise allowed. Elections by the appropriate constituencies shall take place in the fall term of the relevant year.

**c. Vacancies**

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

Student Members of Council

In the event that a graduate student is unable to continue membership, the executive of the Course Union shall elect a replacement for the remainder of the term of office.

#### **5. POLICY RECOMMENDATIONS**

**a. Authority**

- Authority for policy recommendations of Council is explained in Policy 45 of Academic Policies and Procedures of Ryerson University.

**b. Decisions of Council**

- Decisions of Council will normally be made by a simple majority of the voting members present and voting (including proxies). Major decisions will require a two-thirds majority of the voting members present and voting (including proxies) to pass.
- Council will decide when an issue is major by a simple majority of the voting members present and voting.
- Council may decide by a simple majority of those voting members present and by voting to poll the entire voting membership by means of a secret ballot on any issue.

**c. Recommendations of Committees**

- Recommendations of committees shall be approved by Council before being transmitted or implemented.

## **6. AMENDMENTS TO BY-LAWS**

Amendments to By-laws require a two-thirds majority of the Council voting members present and voting (including proxies). Written notice of proposed amendments must be distributed to members of Council at least one week prior to the meeting. Amendments must be ratified by Academic Council.