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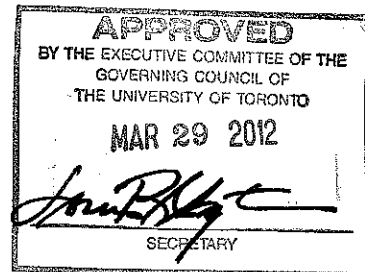
**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK



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TORONTO

**FACTOR-INWENTASH**  
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**BY-LAWS OF COUNCIL**





**THE FACTOR-INWENTASH FACULTY OF SOCIAL WORK  
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## **I. Rules of Procedure**

### *I.1 Election and Appointment of Members to Council*

Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.

I.1.1 Elected and appointed members may serve no more than two consecutive terms on Council. Should any member be unable to complete his or her term, the Executive Committee shall declare the seat vacant and may appoint a temporary representative from that individual's constituency to complete that member's term.

### *I.1.2 Election/Appointment Procedures*

M.S.W. student representatives will be elected by and from among the graduate students for a one-year term. The Faculty's Graduate Student Association is responsible for the selection of graduate student members of the Faculty Council.

Ph.D. student representatives will be elected by and from among the Ph.D. Student Association for a two-year term.

Administrative staff representatives will be elected by and from among the administrative staff for a two-year term, which can be renewed.

Alumni representatives will be appointed by the Faculty Alumni Association for a two-year term.

ATC representatives will be appointed by and from among the Association of Teaching Centres for a two-year term.

OASW representatives will be appointed by and from among the Ontario Association of Social Workers for a two-year term.

All Full-time teaching staff are members of Faculty Council.

### *I.2 Agenda Setting and Record Keeping*

The Executive Committee will have the responsibility for monitoring and coordinating agenda matters. The agenda will be distributed to members of Faculty Council at least 1 week in advance of the meeting. The normal pattern for the consideration of an issue will be that the matter will be given detailed consideration by a Standing Committee or a committee established for that purpose.



The Committee will subsequently report back to Council through the Executive Committee for comment, advice, and/or approval. Following the meeting of Council, action to be taken on the agenda item will be followed up by the appropriate committee chair or academic administrator, such as the Associate Dean or Dean. A report back to Council regarding the action taken on the item should be made within an appropriate time frame.

### I.2.1 *Agenda Setting*

The agenda for each regular and special meeting of Council shall be prepared by the Executive Committee.

I.2.2 A matter which does not appear on the agenda may only be introduced at a meeting of Council or committee if the introduction is agreed to by two-thirds of Council members present and voting. The mover shall briefly indicate reasons why the matter should be introduced.

I.2.3 Matters may be introduced for consideration in any of the following ways:

By personal or written communication to the Chair of Council. The Chair will include the matter on the agenda of the next meeting of the Executive Committee of Council;

At a meeting of the Council under "New Business". Normally this will be referred to the appropriate committee, the Executive Committee, or the next Council meeting for detailed consideration;

Matters may also be referred among committees and to the Council, and by the Council to any committee.

### I.3 *Record Keeping*

Official minutes of Council and Council Standing Committees will record motions, resolutions, and decisions, the names of movers and seconders, and the outcome of voting.

I.3.1 The minutes will also include a brief account of the arguments presented for and against substantive issues and copies of Reports presented to Council.

I.3.2 The content of *in camera* meetings of Council or Standing Committees of Council will be recorded separately and kept in a confidential file which will be maintained by the Secretary of Council.



#### *I.4 Notice of Motion*

A written notice of motion shall be forwarded to the Council Secretary one week before a meeting of the Executive Committee for consideration for inclusion on the agenda of the following Council meeting.

I.4.1 The exception to this rule is a notice of motion to amend the Constitution which must be given at a previous meeting of Council.

#### *I.5 Orientation of New Members*

New members of the Council will be provided with an orientation package which shall include a copy of the Factor-Inwentash Faculty of Social Work Constitution, the most recent annual reports from the Standing Committees of Council, a copy of the Council handbook, and minutes of Council from the previous academic year.

The Chair of Faculty Council shall ensure that an orientation session is held prior to the first meeting of Faculty Council, in which members are oriented to the history, purpose, and procedures of Council.

When a complete list of the names of all Council members has been compiled, it will be distributed to all Council members.

I.5.1 Members of Standing Committees of Council shall also be given an orientation at their first meeting of the year to review recent history and orient all members to the terms of reference for that committee.

### **II. Rules of Order**

The Chair shall conduct the proceedings in conformity with Bourinot's Rules of Order.

### **III. Voting**

III. Unless otherwise provided for, all questions that come before Council or a committee shall be decided by a two-thirds majority of members present and voting.

### **IV. Committees of Council**

#### *IV.1 Standing Committees*

The Standing Committees of Council are:

Anti-racism, Multicultural and Native Issues (AMNI) Centre Advisory Committee  
Executive Committee  
M.S.W. Studies Committee  
Ph.D. Studies Committee



#### IV.2 *Special Committees*

From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:

- a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) An issue does not fall readily under an existing Standing Committee; or
- c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

#### IV.3 *General Procedures*

IV.3.1 Rules and regulations that guide Council shall also apply to committees of Council.

IV.3.2 The term of membership of all Standing Committees shall normally be 2 years renewable.

IV.3.3 The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.

IV.3.4 The Dean is, *ex officio*, a member of all Standing Committees.

IV.3.5 All members of all committees, including *ex officio* members, have voting privileges.

IV.3.6 All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

IV.3.7 Records of all Standing Committees shall be maintained by the Faculty Secretary.

IV.3.8 Each Standing Committee shall meet at the call of its Chair.

IV.3.9 Unless otherwise stated, one-third of the members shall constitute a quorum for committees.

IV.3.10 Generally, meetings of Council shall be open to the public, including other members of constituencies who are represented on Council. Members of the public may speak to Council with permission of the Presiding Officer. Council shall have the right to hold meetings in camera or move in camera.



IV.3.11. Meetings of the Council shall be open to the public; but where intimate financial or personal matters of any person may be disclosed at a meeting, the part of the meeting dealing with such matters shall be held in camera unless the person to whom the information relates requests that such part of the meeting be open to the public.

IV.3.12. Members of Council committees who are not also members of the Council shall have the right to address the Council on matters within the jurisdiction of the committee of which he or she is a member and to participate in the discussion of such matters. Under no circumstance shall non-members of Council have the right to vote at Council meetings.

#### **IV.4 Executive Committee**

##### *IV.4.1 Membership*

Council shall approve the membership of the Executive Committee composed of the following:

The Chair of Council

Three Student members nominated by and from among the Student members of Council (one of whom will be the Vice-Chair of Council), including representation from Years 1 and 2 of the M.S.W. program, where possible, and the Ph.D. program

Two Teaching Staff members nominated by and from among the Teaching Staff members of Council

One member of Administrative Staff nominated by and from among the Administrative Staff members of Council

One member of the Alumni Association

One member of the ATC

Ex- officio members:

Secretary of Council

##### *IV.4.2 Function*

To set the agenda for each Faculty Council meeting.

To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Faculty Council.

To direct specific issues to Faculty Council or committees, or to recommend to Faculty Council the creation of special committees.

To consider notices of motion given to Faculty Council.



During the summer months following the last meeting of Faculty Council of one academic year and until the first meeting in the subsequent academic year to have authority to make decisions on behalf of Faculty Council on matters of urgency which do not permit their deferral until the next regular meeting of Faculty Council.

To review and advise Faculty Council on all proposed Constitution and By-Law changes, whether these be brought to Faculty Council or initiated by Faculty Council.

At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Faculty Council any changes deemed appropriate.

To monitor the functioning of Faculty Council and its Committees.

To report to Faculty Council on its deliberations, recommendations, and decisions.

#### *IV.4.3. Procedures*

The Committee shall meet in closed session.

### **IV.5 M.S.W. Studies Committee**

#### *IV.5.1. Membership*

Council shall approve the membership of the M.S.W. Studies Committee composed of the following:

Five Full-time Teaching Staff members

The Registrar of the Faculty

Five Student members nominated by and/or from among the Graduate Student Association (one of whom will be the Vice-Chair of the committee), including representation from Years 1 and 2 of the M.S.W. program, where possible

One member representing the Association of Teaching Centres

One member representing the FSW Alumni Association

One member representing the Ontario Association of Social Workers

#### *IV.5.2. Function*

To have responsibility for long-range planning and quality assurance of the M.S.W. program;





To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs<sup>[1]</sup>.

To identify new educational needs for social workers at the M.S.W. level and to make recommendations to more adequately meet these needs;

To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council;

To review and recommend or approve proposals for M.S.W. courses, subject to the approval of Faculty Council;

To review and make recommendations on requests from students and other constituencies related to M.S.W. curricular issues, excluding academic appeals;

To receive on behalf of Council annual reports from the M.S.W. program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation;

To report to Council its deliberations, recommendations, and decisions;

To receive reports on M.S.W. awards and financial assistance within the Faculty from the Internal Awards Committee;

To bring forth recommendations and report its activities to Faculty Council and the SGS Graduate Educational Council as appropriate and to provide Council with an annual report.

To establish an admissions subcommittee to:

- 1) review and recommend policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Master of Social Work degree, within the regulations of the School of Graduate Studies and subject to the approval of Governing Council; and,
- 2) review and recommend strategies for recruitment and orientation for students;

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[1] Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.



#### **IV.6. PhD Studies Committee**

##### *IV.6.1. Membership*

Council shall approve the membership of the PhD Studies Committee composed of the following:

- Four members of full-time teaching staff
- Four Ph.D. students elected by and from among their constituency
- Two members of the Alumni Association

##### *IV.6.2. Function*

- To have responsibility for long range planning and quality assurance of the Ph.D. program;
- To review and recommend or approve proposals for Ph.D. courses and programs, subject to the approval of Faculty Council as required;
- To identify new educational needs for social workers at the Doctoral level and to make recommendations to more adequately meet those needs;
- To review and make recommendations on petitions from students and other constituencies related to Ph.D. curricular issues, excluding academic appeals;
- To develop and make recommendations on policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Doctor of Philosophy degree, within the regulations of the School of Graduate Studies;
- To develop strategies and make recommendations for recruitment and orientation for students;
- To bring forward recommendations and report its activities to Faculty Council and to provide Council with an annual report.
- To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs<sup>[1]</sup>.
- To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Faculty Council;

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[1] Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.



To provide Faculty Council with an annual report outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation;

To report to Council its deliberations, recommendations, and decisions.

#### **IV.7. Anti-racism, Multicultural and Native Issues (AMNI) Centre Advisory Committee**

##### *IV.7.1. Membership*

Council shall approve the membership of the AMNI Centre Advisory Committee composed of the following:

Teaching staff, students, alumni and field instructors of the Factor-Inwentash Faculty of Social Work, and members of community organizations. Membership is for a period of two years, which can be renewed.

##### *IV.7.2. Function*

To advise the Faculty of Social Work in the development of the AMNI Centre;

To advise and plan, in consultation with the Faculty of Social Work, appropriate activities for the AMNI Centre on an annual basis;

To identify significant issues relating to social work education, research and practice from the perspective of the community;

To refer relevant issues to the Faculty Council for appropriate action and to provide Council with an annual report.

#### **V. Dates of Amendment**

Amendments approved by Faculty Council on January 31, 2012 and approved by the Executive Committee of the Governing Council on March 29, 2012.