

## Constitution of Innis College Council

### I. Derivation of Authority from the U of T Act

The Council of Innis College exercises its powers and duties under the provisions of the *University of Toronto Act, 1971*, as amended.

### II. Definitions

- A. "College" means Innis College;
- B. "Council" means the Innis College Council;
- C. "Principal" means the Principal of Innis College;
- D. "ICSS" means the Innis College Student Society;
- E. "IRC" means the Innis Residence Council;
- F. "Cinema Studies Institute" means the Cinema Studies Institute at Innis College;
- G. "Students" means undergraduate members of the ICSS and graduate students enrolled in the Cinema Studies Institute. "Undergraduate Student" means any student registered in the Faculty of Arts and Science through the College in a program of study leading to a degree, post-secondary diploma, or certificate, who is not registered in the School of Graduate Studies. First entry professional faculty students registered at the University of Toronto and living in the Innis Residence, in addition to non-degree students enrolled in the Faculty of Arts and Science through Innis College, are also considered to be members of the ICSS. "Graduate Student" means any student registered in the School of Graduate Studies through the Cinema Studies Institute.
- H. "Others" means members of the Innis College community who are not students;
- I. "Teaching Staff" means a member of Innis College or the Cinema Studies Institute who holds an academic appointment of 50% or more at the University of Toronto and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional) Senior Lecturer, Lecturer, Senior Tutor, or Tutor;
- J. "Administrative Staff" means an appointed staff member of Innis College and/or the Cinema Studies Institute who is not a member of the teaching staff and who holds an appointment of 25% or more;
- K. "Alumni" means a former student who has received a degree, post-secondary diploma, or certificate from the University of Toronto, or who has completed one year of full-time studies or equivalent while registered at the University of Toronto through Innis College, who is no longer registered as a student and who is not a member of the teaching or

administrative staff of the College;

- L. "Don" means a Don of the Innis College Residence;
- M. "Later Life Learning" means the Later Life Learning Program at Innis College;
- N. "Speakers" means the Speakers of the Innis College Council;
- O. "Secretary" means the Secretary of Council unless specified to mean Secretary of a Board;
- P. "Standing Committee" means a Standing Committee of Council;
- Q. "Executive Committee" means the Executive Committee of Council;
- R. "Special Meeting" means a Special Meeting of Council;

### III. General Powers, Duties, and Responsibilities

- A. Council shall determine its composition, and the number, composition and authority of its committees.
- B. Council and its Standing Committees shall play an advisory role to the College administration and the ICSS.
- C. Council shall regularly review the appropriateness and effectiveness of the College governance structure in serving the Innis community.

### IV. Specific Powers, Duties, and Responsibilities

- A. Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
- B. Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.
- C. Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.
- D. Council shall preside over the granting of scholarships, bursaries, prizes, and other awards to students of the College by delegating this responsibility to appropriate committees or officers of the College.
- E. Council shall consider the content, quality, and requirements of the academic programs

and courses of study that lead to degrees, diplomas, certificates, and credit and non-credit courses which the College sponsors. Council shall consider proposals for the closure of any such programs or courses of study, and it shall monitor the quality and standards of the programs and courses of study.

Council shall recommend for approval by the Faculty of Arts and Science, the following:

- proposals for new academic programs;
- proposals for major and minor modifications to existing academic programs;
- and proposals for the modification of existing diploma and certificate programs, pursuant to the University's *Policy on Diploma and Certificate Programs*.

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.

- F. Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, where there is College involvement consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

#### V. Powers, Duties and Responsibilities of the Principal

- A. Council recognizes that the Principal exercises powers under the authority of the "*Policy on Appointment of Academic Administrators*" which states that "the Principal of the College is the chief executive officer of the College and reports directly to the Dean of Arts and Science," in addition to the Vice President and Provost, who is responsible for the appointment of the Principal.
- B. While the Principal may delegate authority to other administrators in the College, the Principal retains responsibility for the overall direction of the College and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-College relationships. In this respect, Council recognizes that the Principal has ultimate authority for the allocation and management of the College's resources.
- C. The Principal shall consult with members of the College on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
- D. The Principal shall advise Council of the resource implications of proposed academic policies.
- E. The Principal may consult with Council on administrative proposals that may have a significant impact on the academic programs of the College.

## VI. Membership

A. Council shall maintain parity representation between students and others.

B. The voting members of Innis College Council shall consist of:

1. the President of the University of Toronto or a designate;
2. the Principal;
3. the President of ICSS;
4. three other members of the ICSS Executive appointed by and from among the ICSS Executive;
5. the President of IRC;
6. thirteen members elected by and from among the ICSS;
7. one member elected by and from among graduate students enrolled in the Cinema Studies Institute;
8. six members elected by and from among the Teaching Staff;
9. four members elected by and from among the Administrative Staff;
10. six Principal's Appointees who may or may not be members of the University of Toronto community;
11. one member elected by and from among the undergraduate Dons, who is also a member of the ICSS;
12. one member elected by and from among the Alumni;
13. the President of Later Life Learning or a designate;

C. The Vice-President and Provost (or designate) and the Dean of the School of Graduate Studies (or designate) shall be non-voting members of Council. One of them may be designated by the President to vote on behalf of the President.

## VII. Speakers of Council

A. Two Speakers shall be elected annually by and from among the voting members of Council at its first meeting.

B. One Speaker shall be a representative of the students, and one Speaker shall be a

representative of the others.

C. The duties of the Speakers of Council shall include but not be restricted to:

1. presiding (on an alternating basis) over all meetings of Council;
2. calling Special Meetings as requested;
3. calling and presiding (on an alternating basis) over meetings of the Executive Committee.

#### VIII. Secretary of Council

- A. A Secretary shall be elected by Council at its final regular meeting of the academic year.
- B. The Secretary shall be a non-voting *ex officio* member of Council.

#### IX. Meetings of Council

- A. Council shall meet at least four times from September through May.
- B. The term of Council membership shall normally be one year.
- C. Notice of each meeting, including a proposed agenda, shall be given to members at least two weeks in advance of the meeting.
- D. Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Speaker may cast a deciding vote or redirect the question for further consideration.
- E. Council meetings are normally open to the public, unless otherwise specified.
- F. Special Meetings may be called at the request of one-third of the members of Council, who shall submit a signed request for such a meeting to the Speakers. The Speakers shall call a meeting of Council within five working days of the request. The Executive Committee may also call special meetings of Council.
- G. Quorum for Council meetings shall be six student members and six other members of the Innis College community.
- H. Council meetings shall be governed by the rules contained in the latest revised edition of *Bourinot's Rules of Order* in all cases to which they are applicable and in which they are consistent with the By-Laws of Council.

#### X. Amendment of the Constitution and Bylaws

- A. The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto.
- B. Voting shall take place at a regularly constituted meeting to which there has been twenty-eight (28) days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
- C. During debate on constitutional motions, amendments may be introduced to the form of motions, but amendments relating to the substance of motions shall not be in order. The Speakers of Council shall make a final ruling on the question of whether an amendment to a constitutional motion is an amendment of form or substance.
- D. The By-Laws of the Council may be amended at a regularly constituted meeting to which there has been twenty-eight days' notice of the proposed amendment. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

**Amended and approved by Innis College Council on 16 April 2009 and 19 April 2010 and approved by the Executive Committee of the Governing Council of the University of Toronto on 14 June 2010.**

**Amended and approved by Innis College Council on 10 April 2012 and approved by the Executive Committee of the Governing Council of the University of Toronto on 7 May 2012.**

**Secretary: Roger Riendeau**

**Principal: Janet Paterson**

## **By-Laws of Innis College Council**

### **I. Definitions**

In addition to the definitions in Section I of the Constitution, in these By-Laws:

- A. "Vice Principal" means the Vice Principal of Innis College;
- B. "Assistant Principal and Registrar" means Assistant Principal and Registrar of Innis College;
- C. "Chief Administrative Officer" means the Chief Administrative Officer of Innis College;
- D. "Dean of Students and Residence" means the Dean of the Innis College Students and Residence;
- E. "Associate Director, Advancement" means Associate Director, Advancement of Innis College;
- F. "Library Coordinator" means the Library Coordinator of the Innis College;
- G. "Assistant to the Dean , Student Life" means Assistant to the Dean , Student Life of Innis College;
- H. "Technical Facilities Officer" means Technical Facilities Officer of Innis College;
- F. "Board" means a Board of Council;
- G. "Moderator" means a Moderator of a Board or a Committee;
- H. "Awards" means awards, scholarships, bursaries, and prizes;
- I. "Residence Don" means a Residence Don of Innis College;
- J. "Student Life Don" means a Student Life Don of Innis College Residence;
- K. "Assessor" means a special non-voting member of Council or Boards
- L. "Urban Studies Program" means the Urban Studies Program of Innis College;
- M. "Writing and Rhetoric Program" means the Writing and Rhetoric Program of Innis College.

### **II. Operation of Council**

#### **A. Terms of Membership**

1. If any elected member of Council should cease to belong to the constituency by which he or she was elected, the member's seat shall be automatically vacated.

2. Members of Council may resign by submitting their resignation in writing to the Speakers.
3. Should any vacancy occur on Council before February 1 of the same session, the Speakers shall inform Council which, in consultation with the members of the relevant constituency, shall fill the seat for the remainder of the term. After February 1, the seat shall remain vacant.
4. A member holding a Council seat *ex officio* shall vacate the seat on resignation from office and be replaced by the new incumbent of the office.
5. Any member who cannot attend a regularly scheduled meeting of Council must arrange for an alternate from the member's constituency and report the alternate's name to the Secretary of Council before the scheduled meeting. The alternate may vote on behalf of the member.
6. Members of Council, except *ex officio* members and Principal's Appointees, who miss two successive meetings and fail to send an alternate, will ordinarily forfeit their seats.
7. Council may invite to its meetings non-voting assessors to provide special advice.

#### **B. Duties of the Secretary of Council**

1. ensuring that Council Minutes are prepared and distributed one week prior to scheduled meetings of Council;
2. scheduling meetings of Council and notifying its members as requested by the Speakers in consultation with the Principal;
3. taking attendance and enforcing the By-Laws pertaining to attendance at Council meetings;
4. assisting the Speakers, the Principal, and the ICSS President in assigning members to the Standing Committees.

#### **C. Standing Committees of Council**

1. The Standing Committees shall consist of the following four Boards:
  - a. Academic Affairs Board
  - b. Student Affairs Board
  - c. College Affairs Board
  - d. Community Affairs Board
2. The Standing Committees shall attempt to maintain parity between students and other

members.

3. The Secretary will be responsible for assigning Council members to the Standing Committees upon consideration of member preferences and in consultation with the Speakers of Council, the Principal, and the ICSS President.

#### **D. General Rules for Boards**

1. Boards may be struck or dissolved only by Council. Rules and regulations that guide Council shall also apply to the Boards of Council, unless specified otherwise.
2. All Boards of Council shall ordinarily meet at least once in each of the fall and spring terms of the academic year.
3. The Principal, the President of ICSS and the Speakers of Council shall be *ex officio* members of all Boards of Council.
4. At its first meeting, each Board shall elect from among its voting members a Moderator who must be a member of Council and a Secretary who need not be a member of Council. The duties of the Moderators of Boards shall include but not be restricted to:
  - a. calling and presiding over meetings;
  - b. ensuring that the business of the board is reported to Council;
  - c. attending Executive Committee meetings;
  - d. setting and circulating an agenda prior to board meetings;

The duties of the Secretary of Boards shall include but not be restricted to:

- a. taking attendance and reporting to the Moderators the attendance status of Board members;
  - b. assisting the Moderator in setting and circulating an agenda prior to board meetings;
  - c. ensuring that minutes are prepared and distributed.
5. Quorum for Board meetings shall be one-half the membership (exclusive of *ex officio* members), unless otherwise specified by Council.
  6. Members of Boards, except *ex officio* members and Principal's Appointees, who fail to attend two successive meetings without cause, will forfeit their seats on the Board.
  7. All vacant seats on Boards shall be filled by appointment of Council up to February 1 of the same session. Thereafter, a vacant seat shall not be filled. A candidate for the vacant seat will be deemed a non-voting member prior to Council approval.

8. All Boards shall report to Council at the earliest opportunity following a Board meeting. All Board reports to Council shall be submitted to the Secretary of Council in writing prior to the meeting at which the report is to be presented.
9. Boards may establish Standing Committees and Special Committees from among their members. Standing Committees may establish Subcommittees from among their members. Standing Committees, Special Committees, and Subcommittees shall elect a Moderator and a Secretary from among their members. Special Committees and Subcommittees shall cease to exist after they have reported back to the Board which formed them.
10. Boards, Standing Committees, Special Committees, and Subcommittees may invite to their meetings non-voting assessors to provide special advice.

### **III. The Boards**

#### **A. The Academic Affairs Board**

##### 1. Composition:

The Academic Affairs Board shall consist of at least sixteen members, including:

- a. *ex officio*: four members defined in By-Law II.D.3, the Vice Principal, the Director of the Cinema Studies Institute, the Director of the Urban Studies Program, the Director of the Writing and Rhetoric Program, and the Assistant Principal and Registrar, or their designates;
- b. at least six student members of Council;
- c. at least one other member of Council.

##### 2. Powers and Responsibilities:

The Academic Affairs Board shall:

- a. monitor the operation and effectiveness of the entire Innis College Academic Program;
- b. advise Council on proposals for new academic programs, for the closure of any academic programs, for major or minor modifications to existing academic programs, and for INI courses (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.);
- c. establish review procedures for Innis College courses and programs and recommend changes as indicated;

- d. receive the reports of the Cinema Studies Program Committee, the Urban Studies Program Committee, and the Writing and Rhetoric Program Committee.

**B. The Student Affairs Board**

1. Composition:

The Student Affairs Board shall consist of at least sixteen members:

- a. *ex officio*: four members defined in By-Law II.D.3, Assistant Principal and Registrar, Dean of Students and Residence, Assistant to the Dean, Student Life, ICSS Vice-President, IRC President, or their designates;
- b. at least four student members of Council;
- c. at least three other members of Council;

2. Powers and Responsibilities:

The Student Affairs Board shall:

- a. monitor the operations and effectiveness of the College's non-academic services to students;
- b. encourage the development of responsive interaction between students and other members of the College community;
- c. help the College to identify the needs of special groups of students and to develop strategies for meeting those needs;
- d. establish a Recruitment, Admissions, and Awards Committee which shall have the following composition and powers and responsibilities:

The Recruitment, Admissions, and Awards Committee shall consist of at least twelve members, including:

- i. *ex officio*: four members defined in By-Law II.D.3, the Assistant Principal and Registrar, and the IRC President, or their designates;
- ii. at least six members of the Student Affairs Board;

The Recruitment, Admissions, and Awards Committee shall:

- iii. advise the Student Affairs Board on policies pertaining to the recruitment and admission of students to Innis College;
- iv. advise the Student Affairs Board on policies pertaining to Innis College scholarships and awards and recommend for consideration by Council decisions regarding the granting or establishment of specific awards;

- v. establish a Bursary Subcommittee composed of at least five members of the Recruitment, Admissions, and Awards Committee;
  - vi. approve the decisions of the Bursary Subcommittee.
- e. approve reports of the Recruitment, Admissions, and Awards Committee;
  - f. establish the Student Services Committee which shall have the following composition and powers and responsibilities:

The Student Services Committee shall consist of at least sixteen members, including:

- i. *ex officio*: four members defined in By-Law II.D.3, the Assistant Principal and Registrar, the Chief Administrative Officer, the Dean of Students and Residence, the Associate Director, Advancement, an ICSS Vice-President, the IRC President, or their designates;
- ii. at least four other members of the ICSS;
- iii. the Library Coordinator;
- iv. a Principal's Appointee.

The Student Services Committee shall:

- v. advise the Principal and Council on policy for student services offered in the College;
- vi. review in detail the annual operating plans, including budgets, for any service funded or subsidized by the fees covered by the Memorandum of Agreement between Innis College and the ICSS on the introduction or the increase of compulsory non-tuition related fees (26 February 1997), and any supplementary spending plans for any unexpended revenue from the Student Services Fees, and to offer its advice to the Principal and to College Council on these plans;
- vii. receive information on student services and regular reports on the services from the Principal or the appropriate College officer, in order to consider current issues within and among the services and to serve as a mechanism of information, communication, and co-operation between the student services and students;
- viii. advise Council on proposals for expansion or reduction of student services, including recommendations for new services and for the elimination of services;
- ix. consider and make recommendations to the appropriate body regarding the

allocation of space for student services and student societies;

- x. serve as a forum for discussion of student life at Innis College.
- g. approve the reports of the Student Services Committee;
- h. receive the reports of the ICSS.

### **C. The College Affairs Board**

#### 1. Composition:

The College Affairs Board shall consist of at least sixteen members, including:

- a. *ex officio*: four members defined in By-Law II.D.3, the Chief Administrative Officer, the Dean of Students and Residence, the Library Coordinator, the Technical Facilities Officer, the IRC President, or their designates;
- b. at least five student members of Council
- c. at least two other members of Council

#### 2. Powers and Responsibilities:

The College Affairs Board shall:

- a. review policies pertaining to the administration and use of all College facilities and services (excluding academic services under the jurisdiction of the Academic Affairs Board and student services, including the Residence services, under the jurisdiction of the Student Affairs Board);
- b. advise the College on policies pertaining to the organization and sponsorship of activities and special events within College buildings;
- c. advise the College on policies pertaining to all College buildings;
- d. advise the College on policies pertaining to the assignment of space within the College.
- e. advise the College on policies pertaining to College services, such as audio-visual and computer services.
- f. establish a Residence Committee which shall have the following composition and powers and responsibilities:

The Residence Committee shall consist of at least sixteen members, including:

- i. *ex officio*: four members defined in By-Law II.D.3, the Dean of Students and

Residence, the Residence Life Coordinator, the Assistant Principal and Registrar, the IRC Executive, or their designates;

- ii. the elected representative of the Residence Dons on Council;
- iii. at least one Student Life Don appointed by the Dean of Students and Residence;
- iv. at least one ICSS member who lives in the Innis Residence as selected by the ICSS members in the Residence;
- v. at least one ICSS member who does not live in the Innis Residence as selected by ICSS members;
- vi. at least one Teaching Staff member of Council selected by the Principal.

The Residence Committee shall:

- vii. advise the College Affairs Board on policies pertaining to the operation of the Innis Residence and to the services offered to its residents;
  - viii. advise the College Affairs Board on policies pertaining to the admission of students to the Innis Residence;
  - ix. receive the reports of the IRC.
- g. approve the reports of the Residence Committee;

#### **D. The Community Affairs Board**

##### 1. Composition:

The Community Affairs Board shall consist of at least sixteen members, including:

- a. *ex officio*: four members defined in By-Law II.D.3, the Chief Administrative Officer, the Associate Director, Advancement, the IRC President, ICSS Graduating Student Representative;
- b. the alumni member of Council;
- c. the President of Later Life Learning or delegate;
- d. one Principal's Appointee to Council selected by the Principal;
- e. one faculty member of Council selected by the Principal;
- f. three student members of Council.

##### 2. Powers and Responsibilities:

The Community Affairs Board shall:

- a. monitor and evaluate the effectiveness of the College fund-raising and public relations strategies;
- b. encourage the development of responsive relationships between the College and the community;
- c. receive the reports pertaining to alumni development;
- d. receive the reports of Later Life Learning .

#### **IV. The Executive Committee**

##### **A. Composition:**

1. The Executive Committee shall consist of
  - a. *ex officio*: four members defined in By-Law II.D.3, or their designates;
  - b. the Moderators of each of the Boards of Council, or their designates.
2. The Speakers of Council shall be the Moderators of the Executive Committee.
3. The Secretary of Council shall be the Secretary of the Executive Committee.

##### **B. Powers and Responsibilities:**

1. The Executive Committee shall monitor the functioning of Council and its Boards and Committees.
2. The Executive Committee shall meet at least one week prior to each regularly scheduled meeting of Council for the purpose of reviewing the reports of the Boards of Council and establishing an agenda for the subsequent meeting of Council.
3. The Executive Committee shall establish a review of the Constitution and Bylaws at periodic intervals of not more than five years, and recommend to Council any changes deemed appropriate.
4. The Executive Committee shall review all motions from Council relating to changes in the Constitution or By-Laws to ensure consistency with the existing Constitution and By-Laws. The Executive Committee shall report its findings to Council at the next regularly scheduled meeting.
5. The Executive Committee shall set the date and agenda for the first Council meeting for the next academic year.
6. The Executive Committee, during the summer months (that is, following the last

meeting of Council of one academic year and until the first meeting in the subsequent academic year), shall have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.

7. The Executive Committee shall act on behalf of Council when empowered by Council or under extraordinary circumstances. Under such circumstances, Council reserves the right to rescind a decision of the Executive Committee that may be deemed not in the best interests of the College.
8. The Executive Committee may call special meetings of Council.

**Approved by Innis College Council on 16 April 2009 and amended on 10 April 2012.**

## **Appendix 1**

### **Committees Related to Innis College Council**

The following committees or organizations may occasionally report directly or indirectly to Innis College Council for information purposes, but they are not directly accountable to Council:

Cinema Studies Program Committee  
Cinema Studies Student Union (CINSSU)  
Innis College Alumni Network (ICAN)  
Innis Residence Council (IRC)  
Innis College Student Society (ICSS)  
Later Life Learning Program (LLL)  
Student Services Committee  
Urban Studies Program Committee  
Urban Studies Student Union (URSSU)  
Writing and Rhetoric Program Committee  
Writing and Rhetoric Student Union (WRSU)