DENTISTRY COLLEGE COUNCIL BYLAW

This Bylaw is supplementary to the Faculty of Health Sciences Bylaw.

I. Principles

A. The College Council is the academic council of the College of Dentistry, created by the Senate under the authority granted to it under The University of Manitoba Act (Manitoba). It derives its authority to act and recommend on matters of an academic character, from the Faculty of Health Sciences Bylaw. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.

B. The College Council may elect to delegate certain functions and powers to its Executive Council, Standing Committees, or School Councils in accordance with the principle of subsidiarity; that a matter ought to be handled by the least centralized authority capable of addressing that matter effectively, as long as those decisions do not conflict with institutional norms, standards or priorities.

C. It is the role of all members of the College to act honestly, fairly and in the best interests for the College of Dentistry, the Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the College of Dentistry take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

D. Graduate programs, although housed within the College, are administered by the Faculty of Graduate Studies. The powers to act and recommend respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies.
II. College Council

A. Membership

The College Council of the College of Dentistry (the “College”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Faculty of Health Sciences (the “Faculty”) or designate
4. The Dean of the College
5. The Business Manager of the College
6. The Director of the Centre for Community Oral Health
7. The Librarian for the College
8. All academic staff of the College including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (excluding part-time, sessional, and nil-appointments) holding academic rank in the College (includes the School of Dental Hygiene)
9. Two full-time support staff of the College
10. Four undergraduate dental students, two dental hygiene students, and two graduate students of the College
   (a) Student Representatives shall be excluded from meetings of the College Council and committees while matters concerning individual students are being considered.
   (b) Student representatives shall be excluded from meetings of the College Council and committees while matters concerning the content of exams, examination results, awards, bursaries and scholarships, or matters arising therefrom are being discussed.
11. Four part-time Professors, Associate Professors, Assistant Professors, and/or Lecturers holding academic rank in each clinical department within the College of Dentistry (Restorative Dentistry, Diagnostic and Surgical Sciences, and Preventive Dental Sciences) as well as the School of Dental Hygiene (one from each area) who have more than three (3) consecutive years of service and currently hold an appointment, elected by, and from among themselves, with a term of office of three years
12. Registrar of the Manitoba Dental Association
13. Registrar of the College of Dental Hygienists of Manitoba

14. One member of the Manitoba Dental Association

15. One member of the Manitoba Dental Hygienists Association

16. One representative of the University of Manitoba College of Dentistry Alumni Association

17. One representative of the School of Dental Hygiene Alumni Association

B. Selection of Members and Terms of Office

1. Full-time support staff of the College shall elect two representatives to the College Council, with a term of office of three years.

2. Selection of the Dental undergraduate student representatives shall be made annually by the Manitoba Dental Student Association, with a term of office of one academic year.

3. Selection of the School of Dental Hygiene student representatives shall be made annually by the Manitoba Dental Hygiene Student Association, with a term of office of one academic year.

4. The graduate student representatives shall be elected by and from current graduate students in the College of Dentistry, at an annual meeting convened by the Dean or his/her designate, with a term of office of one academic year.

5. The Manitoba Dental Association shall appoint its representative, annually.

6. The Manitoba Dental Hygienists Association shall appoint its representative, annually.

7. The University of Manitoba College of Dentistry Alumni Association shall appoint its representative, annually.

8. The University of Manitoba School of Dental Hygiene Alumni Association shall appoint its representative, annually.

C. Meetings

1. The Dean of the College or designate shall be the presiding officer and chair at all meetings of the College Council, subject to the right of the President or the Dean of the Faculty, to take the chair at such meetings.

2. The College Council shall meet at least four times yearly.
3. Meetings shall be called at the discretion of the Dean of the College or at the written request of any five members of the College Council.

4. At least one month’s written notice (including official email) of any regular College Council meeting shall be given and at least 48-hours’ notice for any special College Council meeting.

5. College Council meetings shall be open, subject to the College Council moving into closed session by the vote of a simple majority of those in attendance and voting.

6. The quorum necessary for the transaction of business shall be 20 members, not including the President, Vice-president, and Dean of the Faculty of Health Sciences, or counting any vacancies on the Council, except during the months of July and August when the quorum shall be 16 members.

D. Powers to Act

The Faculty of Health Sciences Council delegates to the College Council its powers to act, subject to the plenary powers of the Board of Governors and the general charge of all matters of an academic character vested in the Senate. To that end, the College Council shall have power:

1. To provide for the regulation and conduct of its meetings and proceedings.

2. To establish standing and ad hoc committees of the College Council and approve their membership and terms of reference.

3. To approve department council bylaws and amendments thereto, following guidelines approved by the Senate.

4. To approve School Council bylaws for The School of Dental Hygiene and amendments thereto.

5. To make and administer regulations with respect to the attendance, conduct and progress of students who are registered in programs of the College.

6. To administer the rules and regulations of the Senate and the Board as they affect the students registered in programs of the College.

7. To prepare and publish College academic timetables of programs offered by the College.

8. To consider and determine academic appeals by students registered in programs of the College, from a decision of a member of the academic staff, or committee, of the College.

9. To consider and determine the suitability of a student for his/her profession, in accordance with any professional suitability by-law, recommended by the College and approved by the Senate.
10. To determine the functions and powers that may be delegated to subordinate bodies, including but not limited to an Executive Council, its Standing Committees or department and School councils.

11. To periodically review College Standing Committee terms of reference and following review, approving the terms of reference and/or amendments.

12. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

E. Powers to Recommend

The College Council shall have the power to make such recommendations as it deems advisable to the appropriate persons or bodies and, without restricting the generality of the foregoing, has the following powers to recommend:

1. To propose to the Faculty of Health Sciences Council, the establishment of College Council Bylaws, and to propose amendments to them.

2. To periodically review and recommend amendments to the College Council Bylaws for approval by Faculty Council.

3. To recommend to the Faculty on the establishment of, the abolition of, or any changes in schools, departments, or divisions in the College.

4. To recommend to the Faculty on new or significant changes to, undergraduate programs within the College.

5. To recommend directly to the Senate the candidates for degrees, diplomas and certificates of proficiency to be granted by the University pertaining to undergraduate courses of study in the College.

6. To recommend directly to the Senate on the establishment of, the abolition of, or any changes in chairs or lectureships in the College.

7. To recommend directly to the Senate on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes to be awarded to students registered in College.

8. To recommend directly to the Senate on the conditions of admission for undergraduates to programs of the College and the standing to be allowed to students entering the College.

9. To recommend directly to the Senate on the regulations, methods and limits of instruction in the College.

10. To recommend directly to the Senate on the academic standing of all students in programs in the College.

11. To recommend directly to the Senate on the rules and conduct of examinations and the results of examinations for students in the College.
12. To recommend directly to the Senate on curriculum and program requirements and changes for existing programs offered by the College that do not impact other Colleges.

13. To recommend directly to the Senate on the dates from the beginning and end of classes in programs offered by the College.

14. To recommend to the Dean of the College athletic, social or other extra-curricular activities for students.

15. To provide advice to the Dean of the College on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.

16. To provide advice to the Dean of the College respecting academic implications of strategic directions for the College including, but not limited to matters concerning the promotion of health education, research, or care.

17. To recommend to the Faculty the conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita.

18. To recommend to the Faculty concerning the acceptability of library services to the College.

III. College Executive Council

A. Membership

There shall be an executive council of the College Council (the “College Executive Council”) and it shall be composed of:

1. The President

2. The Vice-President designated by the President

3. The Dean of the Faculty or designate

4. The Dean of the College

5. Associate Deans of the College

6. Business Manager of the College (non-voting)

7. The Director of the School of Dental Hygiene or designate

8. Department Heads of the College or designates

9. Three members elected by and from the members of the College Council who hold full-time academic appointments within the College. The term of office for each elected academic member shall be three years or until the individual ceases to be a member of College Council. Members shall be eligible for re-election
10. One of the members of College Council elected to Senate by the Faculty Council, selected annually by, and from among, themselves.

11. Three student members with a term of office of one academic year. Student members are comprised of the Senior Stick for Dentistry, The Vice Stick for Dentistry, and the Senior Stick for Dental Hygiene.

B. Meetings

1. Notwithstanding the President’s right to preside over the College Council, the Dean of the College or designate shall be the presiding officer at all meetings of the College Executive Council.

2. The College Executive Council shall meet at least four times per year.

3. Meetings shall be called at the discretion of the Dean of the College or designate, as well as by written request (including official email) of any three members of the College Executive Council.

4. At least one month written notice (including official email) of any regular College Executive Council meeting shall be given and at least 48-hour notice for any special Executive Council meeting.

5. College Executive Council meetings shall be open, subject to the Council moving into closed session by the vote of a simple majority of those in attendance and voting.

6. The quorum necessary for the transaction of business shall be 50% plus one, of the filled positions on Council Executive Committee. The President, Vice-president, and Dean of the Faculty of Health Sciences, shall not be counted in determining quorum.

7. A meeting of the College Executive Council by email is appropriate under certain circumstances. The use of e-meetings shall be reserved for those issues needing a decision before an in-person meeting of the College Executive Council is scheduled. Each e-meeting agenda shall consist of a single issue. Members shall then indicate their vote in writing to the secretary of the College Executive Council within three (3) business days. The results of the vote shall be communicated by the secretary as soon as possible after all the votes are received.

Speaker: A member of Council Executive other than the Chair shall be selected by Council Executive for each meeting of the College Council. The Speaker is responsible for presenting the position and/or recommendation of Council Executive to the College Council.
C. **Powers to Recommend**
The College Council hereby delegates to the Council Executive Committee the power to recommend College Council agenda, and review items prior to submission to College Council. The College Council shall retain the power to approve or disapprove (by simple majority vote) all recommendations brought forward by the Executive.

IV. **Standing Committees**

A. There shall be standing committees as required by the Senate or as deemed necessary by the College Council.

B. The Terms of Reference and membership of each Standing Committee shall be approved by the College Council.

C. The selection of student members for committees of College Council (except for Council Executive) shall be made by joint consultation with the Manitoba Dental Student Association, Manitoba Dental Hygiene Student Association, and current Graduate Students within the College. Unless the Student Associations decline to place members on a committee, the number of student members on any committee of College Council except the Executive Committee, the Committee for Selection in Dentistry, the Scholarship in Dentistry Committee, and the Committees on Student Promotions, shall be decided by College Council at the time of establishment of the committee but shall be no less than 10% of the total membership of the committee.

V. **School Councils**
The College Council shall delegate the specific functions and powers to the School Council and confer on them the power and authority to act with respect to such matters as set out in approved School Council Bylaws and that are within the jurisdiction of the School Council.

VI. **Standing Rules**
The College Council may enact or amend standing rules and procedures for conduct of the affairs of the College Council by a simple majority vote of those members present and voting at a duly called and constituted meeting, provided that five-days’ notice of the proposed standing rule or amendment has been given to all members prior to the meeting at which such enactment or amendment is to be made.

VII. **Rules of Order**
Except where otherwise provided, the “Rules and Procedures governing meetings of the Senate of the University of Manitoba” shall govern the conduct of the College Council and College Executive Council meetings.

Approved by the College of Dentistry Council: August 26, 2014
Approved by the Faculty of Health Sciences Executive Council: June 11, 2015
VIII. Enactment and Amendments

A. The date of enactment for these Bylaws shall be the date on which they receive approval of the Senate.

B. Any amendments to these Bylaws shall require the approval of the Faculty of Health Sciences Council and the Senate, edited by the Senate Committee on Rules and Procedures.

C. Before submission to Senate, such Bylaws or amendments shall be recommended for approval by two-thirds of the members present and voting at a duly called and constituted College Council meeting. At least one-month’s notice in writing of any amendment shall be given to the members.