



MAX RADY COLLEGE OF MEDICINE BYLAW

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

I. Principles

- A. The College Council is the academic council of the Max Rady College of Medicine, 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 Rady 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, and its Standing Committees 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, priorities
- C. It is the role of all members of the College to act honestly, fairly and in the best interests for the Max Rady College of Medicine, the Rady Faculty of Health Sciences and the University of Manitoba. Members should deal with matters in such a way that the interests of the College 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 a College, are administered by the Faculty of Graduate Studies. The powers to act respecting these programs therefore rests with the Faculty of Graduate Studies, according to its Bylaws and policies, however, the College may make recommendations to the Faculty of Graduate Studies respecting Graduate programs within the College, in accordance with this Bylaw

II. College Council

A. Membership

The College Council of the Max Rady College of Medicine (the “College”) shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean of the Rady Faculty of Health Sciences (the “Faculty”) or designate
4. The Dean of the College
5. The Head Librarian for the Neil John Maclean Library
6. All program directors of designated academic programs (e.g. the Director, Master of Physician Assistant Studies program)
7. All academic staff of the College including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessionals and nil-appointments) holding academic rank in the College
8. 9 full-time support staff of the College, elected by the staff of the College, with a term of office of three years
9. 33 students who are members of programs in the College; ten students shall be undergraduate medical students, one of whom shall be the President of the Manitoba Medical Students’ Association; three shall be students of the Master of Physician Assistant Studies (MPAS); ten students shall be postgraduate medical students, one of whom shall be the President of the Professional Association of Residents and Interns of Manitoba (PARIM); ten graduate students enrolled in a graduate program offered through the Max Rady College of Medicine. Student representatives shall be elected in a manner established by the appropriate student organizations.
 - (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.
10. The Registrar of the College of Physicians and Surgeons of Manitoba, or designate.
11. One representative from Doctors Manitoba.
12. One representative from Shared Health.

B. Selection of Members and Terms of Office

1. The Undergraduate Medical Students' Association shall elect 9 student representatives annually, from among its members.
2. The Physician Assistants' Student Association shall elect 3 student representatives annually from among its members.
3. The Professional Association of Residents and Interns of Manitoba (PARIM) shall elect 9 student representatives annually, from among its members.
4. Students enrolled within Graduate programs offered through the College shall annually elect 10 representatives by and from among themselves.
5. The College support staff shall elect 9 representatives from among themselves, each for a three-year term.

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 once a year.
3. Meetings shall be called at the discretion of the Dean of the College or at the written request of any 35 members of the College Council.
4. At least one month's written notice 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 51 members, not including the President, Vice-President, and Dean of the Rady Faculty of Health Sciences, or counting any vacancies on the Council.

D. Powers to Act

The Rady 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 make and administer regulations with respect to the attendance, conduct and progress of students who are registered in programs in the College.
5. To administer the rules and regulations of the Senate and the Board as they affect the students registered in programs in the College.
6. To prepare and publish College academic timetables of programs offered by the College.
7. To consider and determine academic appeals by students registered in programs in the College, from a decision of a member of the academic staff of the College.
8. To consider and determine the suitability of a student for his/her profession, in accordance with any professional suitability bylaw, recommended by the College and approved by the Senate.
9. 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 councils.
10. To periodically review College Standing Committee terms of reference, and following review, approving the terms of reference and/or amendments.
11. 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 Rady Faculty of Health Sciences Council the establishment of College Council Bylaw(s), and to propose amendments to them.
2. To periodically review and recommend amendments to the Faculty for approval, College Council Bylaws(s).
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 directly to the Senate on the establishment of, the abolition of, or any changes in chairs or lectureships in the College.

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6. To recommend to the Dean of the College athletic, social or other extra-curricular activities of students.
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 the candidates for degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the College.
13. To recommend directly to the Senate, or to the Faculty of Graduate Studies for graduate programs, on curriculum and program requirements and changes for existing programs offered by the College that do not impact other Colleges.
14. To recommend directly to the Senate on the dates from the beginning and end of classes in programs offered by the College.
15. To recommend to the Faculty Council on new, or significant changes to, undergraduate programs within the College.
16. 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.
17. To provide advice to the Dean of the College respecting academic implications of strategic directions for the College.

III. College Executive Council

A. Membership

There shall be an executive council of the College Council (the “College Executive Council”) and 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 and Assistant Deans of the College.
6. The Head of each academic department of the College.
7. All program directors of designated academic programs (e.g. the Director, Master of Physician Assistant Studies program)
8. The Vice-President and Chief Medical Officer, Winnipeg Regional Health Authority.
9. The Head Librarian for the Neil John Maclean Library.
10. One member of each academic department with academic rank elected by the respective Department Councils.
11. Six additional academic members elected by and from the College Council as members at large.
12. The Chair of the:
 - a) Curriculum Executive Committee;
 - b) Student Progress Committee.
13. Members of the Max Rady College of Medicine who have been elected to the Senate by the Rady Faculty of Health Sciences Council.
14. Seven students of the College elected by and from the students who are members of the Council: two of these shall be undergraduate medical students, including the President of the Manitoba Medical Students’ Association; one shall be a student of the Master of Physician Assistant Studies (MPAS) program; two of these shall be postgraduate medical students, including the President of Professional Association of Residents and Interns of Manitoba (PARIM); and two shall be graduate students.
15. Three members of the College support staff, elected by and from the support staff members of College Council.

16. The Chief Medical Officers or their designates of the Health Sciences Centre and St. Boniface General Hospital and such other teaching hospitals as may be designated by the College Council upon the recommendation of the College Executive Council.
17. One member appointed by the Medical Staff council of the Health Sciences Centre and one member appointed by the Medical Advisory Committee of St. Boniface General Hospital.
18. One representative from the Council of the College of Physicians and Surgeons of Manitoba.
19. One representative from Doctors Manitoba.
20. One representative from Shared Health.

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 at the written request of any 10 members of the College Executive Council.
4. At least five days' written notice of any regular College Executive Council meeting shall be given and at least 48 hours' notice for any special College 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 18 members, not including the President, Vice-President, and Dean of the Rady Faculty of Health Sciences, or counting any vacancies on the Council.
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.

C. Powers to Act and Recommend

The College Council hereby delegates to the College Executive Council all powers to act and recommend granted to the College Council set out in the College and School Council General Bylaw, the Rady Faculty of Health Sciences Bylaw, and this Bylaw, except:

1. The College Council shall retain the power to elect members to its College Executive Council.
2. The College Council shall retain the power to recommend for approval its Bylaws and any amendments thereto.

The College Council cannot over rule the decisions of its College Executive Council, made on the College Council's behalf. The decisions of the College Executive Council shall be reported to the College Council, at its next meeting, through the Chair.

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.

V. Standing Rules

The College Council may enact or amend standing rules and procedures for conduct of the affairs of the College Council by a 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.

VI. 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.

VII. 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 Rady Faculty of Health Sciences Council, edited by the Senate Committee on Rules and Procedures.
- C. Before submission to Rady Faculty of Health Sciences Council, 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.