COLLEGE OF PHARMACY
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 Pharmacy (the “College”), 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 (the “Faculty”) 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 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 Pharmacy, 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 Pharmacy 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 and recommend respecting these programs therefore rest with the Faculty of Graduate Studies, according to its Bylaws and policies.
II. **College of Pharmacy Council**

A. **Membership**

The College Council of the College of Pharmacy shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean and Vice-Provost of the Faculty of Health Sciences or designate
4. The Dean of the College of Pharmacy
5. Associate Deans of the College of Pharmacy
6. All academic staff of the College of Pharmacy, including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II, and Senior Instructors (excluding sessional and nil-appointment staff) holding academic rank in the College of Pharmacy
7. The Registrar of the College of Pharmacists of Manitoba, or designate
8. One representative of the Manitoba Society of Pharmacists
9. One representative of the Manitoba Branch of the Canadian Society of Hospital Pharmacists
10. Two undergraduate students of the College of Pharmacy, one graduate student conducting major part of his/her research in the College of Pharmacy
11. Two full-time support staff
12. The liaison Librarian for the College of Pharmacy
13. Deans *Emeriti, Professors Emeriti* and Senior Scholars

B. **Selection of Members**

1. The Manitoba Society of Pharmacists shall appoint its representative to the College Council, once every three years.
2. The Manitoba Branch of the Canadian Society of Hospital Pharmacists shall appoint its representative to the College Council, once every three years.
3. Selection of the undergraduate student representatives shall be made annually by the Pharmacy Students’ Association in the form of the two Student Co-Sticks.
4. The graduate student representative shall be elected by the graduate students conducting major part of their research in the College of Pharmacy, at an annual meeting convened by the Dean or his/her designate.
5. The full-time support staff members shall be elected by and from the full-time support staff, once every three years.
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 and Vice-Provost of the Faculty, to take the chair at such meetings.

2. The College Council shall meet at least once yearly.

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 Council.

4. At least one month’s written notice of any regular College Council meeting shall be given and at least 5 working days’ 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 one third of College Council members.

7. All discussions by the College Council shall be confidential unless otherwise decided by a majority of members present and voting at a duly constituted meeting of the College Council.

D. Powers to Act

The Faculty of Health Sciences Council delegates to the College of Pharmacy 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 of Pharmacy 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 formation of departments and 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 its Executive Council and its Standing Committees.

10. To periodically review College Standing Committee terms of reference and following review, approve 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 powers 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 power:

1. To propose to the Faculty 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 of College Council bylaw(s).

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

5. To recommend to the Faculty on the establishment of, the abolition of, or any changes in chairs or lectureships in the Faculty.

6. To recommend to the Dean of the College athletic, social or other extracurricular activities of the 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 the 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 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 of 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 it shall be composed of:

1. The President
2. The Vice-President designated by the President
3. The Dean and Vice-Provost of the Faculty or designate
4. The Dean of the College of Pharmacy
5. Associate Deans of the College of Pharmacy
6. All academic staff of the College including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II, and Senior Instructors (excluding sessional and nil-appointment staff) holding academic rank in the College
7. Two undergraduate students of the College, one graduate student conducting major part of his/her research in the College, with a term of office of one academic year
8. Two support staff members, from the College Council, with a term of office of three years

B. Meetings

1. Notwithstanding the President’s right to preside over the College Executive 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 normally meet at least one time 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 5 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 in the event of an emergency situation.

5. College Executive Council meetings shall be open, subject to the Executive 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 one third of College Executive Council members.

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 result of the voting shall be communicated by the secretary as soon as possible after all the votes are received.

C. Powers to Act and Recommend

1. 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 Council General Bylaw, the Faculty Council Bylaw, and this Bylaw, except that the College Council shall retain the power to elect members to its College Executive Council.

2. In addition to the powers set out above, the College Executive Council shall have the power to appoint representatives to such other bodies concerned with pharmacy education, the advancement of pharmaceutical sciences, or the interests of the Faculty and the University, as it deems advisable.

IV. Standing Committees

1. There shall be standing committees as required by the Senate and as deemed necessary by the College Council. With the exception of the Awards Committee, who will report to College Council for information, the decisions of the Standing Committees will require the approval of College Executive Council, or College Council.

2. Students shall be represented on such Committees, in such numbers and with such rights of participation as provided for in the terms of reference and composition of the Committees.

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 the College Executive Council meetings.

VII. Enactment and Amendments

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

2. 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.

3. 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 amendments shall be given to the members.

VIII. General Provision

Unless otherwise provided for in the resolution referring the matter to the College Council, such matters shall be referred to and dealt with by the College Executive Council.