College of Rehabilitation Sciences Council Bylaw

At the October 6, School of Medical Rehabilitation Council meeting, members will be asked to vote the attached proposed Bylaw for the new College of Rehabilitation Sciences in the New Faculty of Health Sciences.

**Background**

On October 8, 2013, the proposal to establish a new Faculty of Health Sciences with five colleges; Dentistry, Medicine, Nursing, Pharmacy and Medical Rehabilitation was approved by the Board of Governors of the University.

On April 22, 2014 our Council proposal to name our new college the College of Rehabilitation Sciences (CoRS) was approved.

On September 18, 2014, the inaugural meeting of the Faculty of Health Sciences Council was held. At that meeting the Bylaws establishing the academic governance of the new faculty were approved. Also approved was a template for the development of constituent College bylaws. This template provides the agreed upon powers to act and powers to recommend relative to the powers that are at the Faculty level.

The approved template has been used to develop the attached draft College of Rehabilitation Sciences Bylaw. In developing this draft the current School of Medical Rehabilitation Council Bylaws and Council Executive Terms of Reference were reviewed and are the basis for much of the content in the CoRS draft.

University governance is bicameral. Council governs academic decision making. Administrative decisions are the responsibility of the University and unit administration.
COLLEGE OF REHABILITATION SCIENCES
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 Rehabilitation Sciences, 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, and it’s 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 Rehabilitation Sciences, 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 Rehabilitation Sciences 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 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 Rehabilitation Sciences (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. 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-appointees) holding academic rank in the College
6. The Librarian for the College
7. One (1) full-time support staff of the College
8. Four (4) students, one representing each of the programs offered within the College MOT, MPT, BRT, MSc Rehabilitation
   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, the selection of recipients of awards, bursaries and scholarships, or matters arising therefrom are being discussed.

9. Appointed Representatives
   a. One representative appointed by the College of Occupational Therapists of Manitoba
   b. One representative appointed by the Manitoba Society of Occupational Therapists
   c. One representative appointed by the College of Physiotherapists of Manitoba
   d. One representative appointed by the Manitoba Physiotherapy Association
   e. One representative appointed by the Manitoba Association of Registered Respiratory Therapists
   f. One representative appointed by the Canadian Society of Respiratory Therapists
   g. One representative from each of the Regional Health Authorities of Manitoba
   h. Three members representing leadership from affiliated clinical and fieldwork education community, one from each discipline, appointed by the Dean on recommendation of Department Heads.

B. Selection of Members and Terms of Office
1. The College of Occupational Therapists of Manitoba shall appoint its representative to the College Council, annually.
2. The College of Physiotherapists of Manitoba shall appoint its representative to the College Council, Annually.
3. The Manitoba Society of Occupational Therapists shall appoint its representative, annually.
4. The Manitoba Physiotherapy Association shall appoint its representative, annually
5. The Manitoba Association of Registered Respiratory Therapists shall appoint its representative annually.

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Approved by the Faculty of Health Sciences Executive Council: June11, 2015
6. The Canadian Society of Respiratory Therapists shall appoint its representative annually.
7. Each Regional Health Authority shall appoint its representative, annually.
8. Each College Program (OT, PT, RT, MSc Rehab) shall elect its student representative annually.
9. The College support staff shall elect its representative 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 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 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.

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 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 by-law, 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 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.
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 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 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. The Associate Deans and Assistant Deans of the College
6. The Department Heads of each of the Departments of the College
7. The Chair of each of the standing committees established by the College Council
8. Two (2) Senators selected by and from the Senators elected to Senate by the Faculty of Health Sciences Council who are members of the College of Rehabilitation Sciences
9. Two (2) faculty members with .5 FTE or greater, from each Department within the College elected by and from the members of the College Council who hold academic rank within the College. The term of office for each elected academic member shall be three years.
10. Four (4) students; one representing each of the programs offered within the College (MOT, MPT, BRT, MSc Rehabilitation) elected by and from the student members of the College Council, with a term of office of one academic year
11. One (1) full-time support staff member of the College, elected by and from the support staff members of the College, with a term of office of three years
12. Appointed representatives from each of the following professional and regulatory bodies:
   a. One representative appointed by the College of Occupational Therapists of Manitoba
   b. One representative appointed by the College of Physiotherapists of Manitoba
   c. One representative appointed by the Manitoba Association of Registered Respiratory Therapists
   d. One representative appointed by the Manitoba Society of Occupational Therapists
   e. One representative appointed by the Manitoba Physiotherapy Association
   f. One representative appointed by the Canadian Society of Respiratory Therapists.

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 (4) times per year.

3. Meetings shall be called at the discretion of the Dean of the College or at the written request of any four (4) members of the College Executive Council.
4. At least thirty (30) calendar days written notice of any regular College Executive Council meeting shall be given and at least 48 hours’ notice for any special College 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 10 members, not including the President, Vice-president, and Dean of the 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 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.

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.

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.

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.