

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>DEPARTMENT COUNCIL BYLAWS</b>
<b>Effective Date:</b>	November 5, 1974
<b>Revised Date:</b>	November 1, 2013
<b>Review Date:</b>	November 1, 2023
<b>Approving Body:</b>	Senate
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	University Secretary
<b>Delegate:</b>	
<b>Contact:</b>	University Secretary
<b>Application:</b>	Deans/Directors/Department Heads

### Part I Reason for Policy

- 1.1 To explain the manner in which Department Councils are established and how Department Council Bylaws will be communicated.

### Part II Policy Content

- 2.1 Senate has provided for the establishment of councils within all departments of the University. Unlike faculty councils that are established and regulated by a Senate bylaw, Senate has delegated to the individual faculty and school councils the power to establish and regulate department councils where applicable within a faculty or school.
- 2.2 A copy of all current department council bylaws, when revised and approved by the individual faculty/school councils, shall be held in the University Secretariat.
- 2.3 Each new member of a department council shall receive from the Department Head's office an up-to-date copy of the bylaw. Amendments shall be distributed, as they are approved, to members of the Department, the University Secretary, and, where applicable, to the Presidents of the Graduate and Undergraduate

Students' Associations, and to the Senior Stick of the faculty or school concerned.

Consistent with the policy with respect to amendments to faculty and school council bylaws, all proposed amendments to department council bylaws shall be reviewed by the Committee on Rules and Procedures **before** they are presented to a faculty/school council.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Policy is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Policy.
- 3.3 Deans/Directors/Department Heads are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The University Secretary may approve Procedures, if applicable, which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is November 1, 2023.
- 5.2 In the interim, this Policy may be revised or repealed if:
  - (a) the University Secretary or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII**  
**Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Department Council Bylaw Template](#).