

UNIVERSITY OF MANITOBA BYLAW

Bylaw:	FACULTY AND SCHOOL COUNCIL GENERAL BYLAW
Effective Date:	January 5, 1971
Revised Date:	November 5, 2014
Review Date:	November 5, 2024
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	University Secretary
Delegate:	
Contact:	University Secretary
Application:	Deans and Directors

Part I Reason for Bylaw

- 1.1 To set forth the rules pertaining to the composition and powers of Faculty and School Councils.

Part II Bylaw Content

Membership

- 2.1 Each Faculty or School Council shall be composed of:
- (a) The President;
 - (b) The Vice-President designated by the President;
 - (c) The Dean or Director;
 - (d) Full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors holding academic rank in the Faculty or School;

- (e) A minimum of one (1) full-time support staff member;
- (f) A minimum of three (3) students registered in the Faculty or School;
- (g) Such others as may be authorized by the individual Faculty or School bylaws.

Powers to Act

2.2 Each Faculty or School Council, in addition to any other powers set forth in its individual bylaws and 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, shall have power:

- (a) To provide for the regulation and conduct of its meetings and proceedings;
- (b) To appoint such committees as it may deem necessary and to confer on them the power and authority to act for it with respect to such matters as it may deem expedient;
- (c) To elect and remove its representatives on the Senate in accordance with *The University of Manitoba Act*, and the rules and procedures authorized by the Senate;
- (d) To make and administer regulations with respect to the attendance, conduct and progress of students who are registered in the Faculty or School;
- (e) To administer the rules and regulations of the Senate as they affect the students registered in the Faculty or School;
- (f) To prepare and publish Faculty or School timetables;
- (g) To consider and determine appeals by students from a decision of a member of the academic staff of the Faculty or School;
- (h) To establish department councils and, following guidelines approved by Senate, prescribe how they shall be constituted;
- (i) To establish college councils for constituent colleges within the Faculty and, subject to any guidelines approved by Senate, prescribe how the councils shall be constituted, delegate powers upon the councils and approve college council bylaws and any amendments thereto.

Powers to Recommend

2.3 Each Faculty or School 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, may make recommendations concerning:

- (a) The conferring of the title Professor Emeritus/Emerita and Dean Emeritus/Emerita;
- (b) Athletic, social or other extra-curricular activities of students;
- (c) The establishment of, the abolition of, or any changes in divisions, constituent colleges, departments, chairs, lectureships in the Faculty or School;
- (d) The establishment of, or the abolition of, or any changes in exhibitions, bursaries, scholarships, and prizes to be awarded to students registered in the Faculty or School;
- (e) The conditions of entrance to the Faculty or School and the standing to be allowed students entering the Faculty or School and all matters relating thereto;
- (f) The regulations, methods, and limits of instruction in the Faculty or School;
- (g) The academic standing of all undergraduates in the Faculty or School;
- (h) The conditions on which candidates shall be received for examination and the conduct and results of examinations in the Faculty or School;
- (i) The degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the Faculty or School, and the persons to whom they shall be granted and the course of study required for any such degree, diploma and certificate of proficiency;
- (j) The discipline of students registered in the Faculty or School;
- (k) The acquisition and use of facilities within the Faculty or School;
- (l) The requirements for lecture rooms and other facilities;
- (m) The dates for the beginning and ending of lectures in the Faculty or School.

Removal

- 2.4 A Faculty or School Council may remove its representative(s) on Senate at any time by a two-thirds majority of those members present and voting at a duly called and constituted meeting thereof provided, however, that the individual Faculty or School Council bylaw may provide for a greater majority.

- 2.5 Unless the individual Faculty or School Council bylaw provides for longer notice, at least seven (7) days' notice shall be given of a motion to remove a Senate representative and such notice shall specify the reasons for the proposed action.
- 2.6 The person concerning whom the motion is made shall have the right to be heard at the Faculty or School Council meeting held to consider the motion.

Part III Accountability

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

Part IV Authority to Approve Procedures

- 4.1 The Senate may approve Procedures, if applicable, which are secondary to and comply with this Bylaw.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Bylaw is November 5, 2024.

General Bylaw

- 5.2 This Bylaw may be amended by a majority vote of the members of Senate present and voting provided thirty (30) days' notice of any amendment has been given in writing to the members of Senate.

Individual Bylaws

- 5.3 Supplementary to the Faculty and School Council General Bylaws, each Faculty and School has its own individual bylaws instituted by its own Faculty or School Council, edited by the Committee on Rules and Procedures, and approved by Senate.
- 5.4 Individual Faculty or School Council bylaws or amendments thereof shall, before they are effective, be submitted to Senate for approval.

- 5.5 Before submission to Senate, such bylaws or amendments shall be approved by two-thirds of the members of the Faculty or School Council present and voting. At least seven (7) days' notice in writing of any amendment shall be given to the members of the Faculty or School Council concerned.

Part VI
Effect on Previous Statements

- 6.1 This Bylaw 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 Bylaw should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) none