

Draft Bylaw – Proposed School of Biomedical Sciences

Process:

Review and endorsement by the Biomedical Sciences Department Councils

Review by the Rady Faculty of Health Sciences Nominating/Governance Committee (if necessary)

Review by Senate Committee on Rules and Procedures

Review and Approval by the Max Rady College of Medicine

***Must update Max Rady College of Medicine Bylaw

***Must update each Department Council Bylaw

This Bylaw is supplementary to the Max Rady College of Medicine Bylaw.

I. Principles

A. The School Council is the academic council of the School of Biomedical 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 Max Rady College of Medicine and Rady Faculty of Health Sciences Bylaws. Its authority derives from, and is subject to, the general charge of the Senate on all matters of an academic character.

B. The School 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 School to act honestly, fairly and in the best interests for the School of Biomedical Sciences, 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 Max Rady College of Medicine (hereafter referred to as 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, School or department, 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 School or Departments may make recommendations to the Faculty of Graduate Studies, in accordance with this Bylaw.

II. School Council

A. Membership

The School Council of the School of Biomedical Sciences (the “School”) 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 Max Rady College of Medicine
5. The Director of the School
6. All full-time academic staff of the School including Professors, Associate Professors, Assistant Professors, Lecturers, Instructors I and II and Senior Instructors (and excluding sessional instructors and other nil-salaried appointments) holding academic rank in the constituent departments of the School (i.e., Departments of Human Anatomy and Cell Sciences, Biochemistry and Medical Genetics, Physiology and Pathophysiology, Medical Microbiology and Infectious Diseases, Immunology, and Pharmacology and Therapeutics)
7. Two (2) Post-doctoral fellows from the pool of constituent departments
8. The Business Manager of the School
9. Eight (8) students enrolled in programs in the School:
 - Six (6) graduate students;
 - Two (2) undergraduate students.
 Student representatives shall be elected in a manner established by the appropriate student organizations.

(a) Student Representatives shall be excluded from meetings of the School Council and committees while matters concerning individual students are being considered.

b) Student representatives shall be excluded from meetings of the School Council and committees while matters concerning the content of exams, examination results, awards, bursaries and scholarships, or matters arising therefrom are being discussed.

B. Selection of Members and Terms of Office

1. The student body for the college undergraduate programs will elect two (2) student representatives annually from among its members.
2. The president of each department graduate student council (or delegate) will serve on the School Council.

C. Meetings

1. The Director of the School or designate shall be the presiding officer and chair at all meetings of the School Council, subject to the right of the President, the Dean of the Faculty, or the Dean of the College to take the chair at such meetings.
2. The School Council shall meet at least four (4) times a year.
3. Meetings shall be called at the discretion of the Director of the School or at the written request of any ten (10) members of the School Council.
4. At least one month's written notice (i.e., dispatch by email to all members) of any regular School Council meeting shall be given and at least 48 hours' notice for any special School Council meeting.
5. School Council meetings shall be open, subject to the School 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 voting members, not including the President, Vice-President, and Dean of the Rady Faculty of Health Sciences, the Dean of the Max Rady College of Medicine or counting any vacancies on the Council.
7. In the case of an instance where an urgent matter requires resolution by School Council, or it is deemed expedient not to convene School Council in person, the Chair may determine that any item or items be considered by teleconference (or other similar electronic means that enables all participants in the meeting to hear the deliberations of the meeting at the same time).

D. Powers to Act

The Max Rady College of Medicine Council delegates to the School 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 School 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 School Council and approve their membership and terms of reference.
3. To administer the rules and regulations of the Senate and the Board as they affect the students registered in programs in the School.
4. To prepare and publish School academic timetables of programs offered by the School.
5. To consider and determine academic appeals by students registered in programs in the School, from a decision of a member of the academic staff of the School.
6. 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.
7. To periodically review School Standing Committee terms of reference and, following review, approving the terms of reference and/or amendments.

8. To determine other matters within its jurisdiction that have not been specifically delegated to subordinate bodies.

E. Powers to Recommend

The 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, has the following powers to recommend:

1. To propose to the Max Rady College of Medicine Council the establishment of School Council and Department Council Bylaw(s), and to propose amendments to them.
2. To periodically review and recommend amendments to the College for approval, School Council and Department Bylaws.
3. To recommend to the College on the establishment of, the abolition of, or any changes in schools, departments, or divisions in the School.
4. To recommend to the College on the establishment of, the abolition of, or any changes in chairs or lectureships in the School.
5. To recommend to the Director of the School athletic, social or other extra-curricular activities of students.
6. To recommend to the College on the establishment of, the abolition of, or any changes in exhibitions, bursaries, scholarships, or prizes to be awarded to students registered in School.
7. To recommend to the College on the conditions of admission for undergraduates to programs of the School and the standing to be allowed to students entering the School.
8. To recommend to the College on the regulations, methods and limits of instruction in the School.
9. To recommend to the College on the academic standing of all students in programs in the School.
10. To recommend to the College on the rules and conduct of examinations and the results of examinations for students in the School.
11. To recommend to the College the candidates for degrees, diplomas and certificates of proficiency to be granted by the University pertaining to courses of study in the School.
12. To recommend to the Faculty of Graduate Studies for graduate programs, on curriculum and program requirements and changes for existing programs offered by the School that do not impact other departments.
13. To recommend to the College on the dates from the beginning and end of classes in programs offered by the School.
14. To recommend to the College Council on new, or significant changes to, undergraduate programs within the School.
15. To provide advice to the Director of the School on the acquisition and use of facilities and on the requirements for lecture rooms and other facilities.

16. To provide advice to the Director of the School respecting academic implications of strategic directions for the School.
17. To recommend to the College department council bylaws and amendments thereto, following guidelines approved by the Senate.
18. To recommend to the College regulations with respect to the attendance, conduct and progress of students who are registered in programs of the School.

III. Standing Committees

A. There shall be standing committees as required by the Senate or as deemed necessary by the School Council.

B. The Terms of Reference and membership of each Standing Committee shall be approved by the School Council.

IV. Standing Rules

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

V. 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 School Council and School Executive Council meetings.

VI. Enactment and Amendments

A. The date of enactment for this Bylaw shall be the date on which they receive approval of the Max Rady College of Medicine.

B. Any amendments to this Bylaw shall require the approval of the Max Rady College of Medicine Council, edited by the Senate Committee on Rules and Procedures.

C. Before submission to Max Rady College of Medicine 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 School Council meeting. At least one month's notice in writing of any amendment shall be given to the members.