

**THE STATUTES OF THE SENATE  
OF THE UNIVERSITY OF ST. MICHAEL'S COLLEGE**

**1. REPEAL**

The following are repealed: Statutes of the Senate of the University of St. Michael's College (1979) and all amendments of those Statutes recorded in the Minutes to October 6, 2008.

**2. COMMENCEMENT**

These Statutes come into force on October 7, 2008.

**3. INTERPRETATION**

In these Statutes:

- (i) 'The Act' means the University of St. Michael's College Act, 2005;
- (ii) 'The University' means the University of St. Michael's College;
- (iii) 'The Senate' means the Senate of the University;
- (iv) 'The Vice-Chancellor of the University' means the President of the University;
- (v) 'Alumni' means former students of St. Michael's College or the University;
- (vi) 'Graduates' means the graduates of St. Michael's College or the University who hold degrees.

**4. MEMBERSHIP**

The Senate shall consist of the following members:

- (i) The Chancellor;
- (ii) The Vice-Chancellor;
- (iii) The members of the Collegium;
- (iv) The Principal of St. Michael's College, the Dean of the Faculty of Theology, the Director of the Continuing Education Division, the Chief Librarian of the University, the Registrar of St. Michael's College, and the Bursar of the University;
- (v) All Fellows of St. Michael's College, all full-time members of the teaching staff of the Faculty of Theology, and all professional librarians employed by the University;
- (vi) Such other individuals, who are named from time to time by the Senate;
- (vii) One undergraduate student registered at St. Michael's College, to be appointed by the St. Michael's College Students' Union, and one student in the Faculty of Theology, to be appointed by the Student Life Committee;
- (viii) Eight representatives of the alumni, two of whom must be alumni of the Faculty of Theology, chosen by election at an Annual General Meeting of the Alumni Association of the University.

**5. TERMS**

At the first Annual General Meeting of the Alumni Association of the University subsequent to the commencement of these Statutes, of the eight alumni members elected four shall be designated as serving an initial term of two years and four shall be designated as serving an initial term of four years. Subsequently all alumni members shall be elected to serve four-year terms.

Alumni members may serve more than one term, to a maximum of two consecutive terms.

Members named according to 4 (vi) shall serve a term to be determined by the Senate, renewable as often as the Senate deems appropriate.

Members named according to 4 (vii) shall serve a term of one year, renewable as often as the relevant appointing body deems appropriate.

## **6. VACANCIES**

When a vacancy occurs among the alumni members of the Senate, the Registrar shall so inform the Executive Committee of the Alumni Association, which shall designate a new member to fill the vacancy for the remainder of the four-year term.

## **7. ACADEMIC SEAL OF THE SENATE**

- (i) The Seal of the Senate shall be in the form of two concentric circles with the words *Senatus Universitatis Collegii Sancti Michaelis* inscribed in the space between the two circles and with the armorial bearings of the University inside the inner circle.
- (ii) The Seal shall be kept in such place and charge as the Senate directs and shall be affixed to instruments bearing the signature of the Chancellor or President or Registrar or appropriate Dean or their delegates.

## **8. AMENDMENT OF STATUTES**

- (i) The Statutes may be amended by a two-thirds vote of members present at a regular meeting of the Senate, provided that previous notice of the amendment is given according to Section 8 (ii)
- (ii) Notice of a proposed amendment of the Statutes shall be sent by electronic mail to the Secretary of the Senate at least twenty-one days before the regular meeting at which the amendment is to be considered. This notice must then be circulated by the Secretary among the members of the Senate at least fourteen days before said meeting.

## **9. CONDUCT OF BUSINESS**

The rules contained in the current edition of Roberts' Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the Act or with Statutes of the Senate.

## **10. CHAIR OF SENATE**

The Vice-Chancellor shall be the Chair of the Senate. In the Chair's absence an acting Chair shall be chosen by the majority of the members present.

## **11. SECRETARY OF THE SENATE**

The Registrar of St. Michael's College shall be the Secretary of the Senate.

## **12. REGULAR MEETINGS OF THE SENATE**

- (i) Regular meetings of the Senate shall be held twice each year, once in the autumn and once in the spring. The date of the autumn meeting shall be chosen with due regard for the time needed to prepare for the Convocation exercises held by custom in November.
- (ii) The Secretary of the Senate shall provide notice of regular meetings, motions regarding new business, and agenda to members of the Senate fourteen days before such meetings of the Senate.
- (iii) A member of the Senate must give notice in writing of every motion concerning new business that he wishes to introduce at a regular meeting of the Senate.

- (iv) Notice of motion shall be sent by electronic mail to the Secretary of the Senate at least twenty-one days before the regular meeting at which the motion is to be considered and shall be circulated by the Secretary according to Section 12 (ii).
- (v) No motion concerning new business shall be considered at a regular meeting of the Senate except when notice is given according to Section 12 (ii) and (iv), unless such notice is waived by a two-thirds vote of the members of the Senate present, provided the business does not fall within the proper cognizance of a Council.
- (vi) The following order of business shall be observed in bringing matters before the Senate at a regular meeting. Variations from this order shall not be allowed except by a two-thirds vote of the members present, the vote to be taken without debate.
  - 1 Minutes of the last regular meeting and of all intervening special meetings.
  - 2 Business arising out of the Minutes.
  - 3 Other unfinished business from the last meeting.
  - 4 Communications and inquiries.
  - 5 Reports.
  - 6 New business.
  - 7 Date of next meeting.
  - 8 Adjournment.

### **13. SPECIAL MEETINGS OF THE SENATE**

Special meetings of the Senate may be held according to the provisions of Section 12 (ii) and (iii). At such meetings only matters that have been announced in the notice of meeting and agenda of business as provided in Section 12 (iv), may be considered.

### **14. GENERAL REGULATIONS REGARDING MEETINGS OF SENATE**

- (i) Notice of meeting of the Senate is deemed to have been given when copies of notice are sent by electronic mail to the members of the Senate.
- (ii) Fifteen members of the Senate constitutes a quorum at a regular or special meeting of the Senate.
- (iii) With the exception of those portions of the meetings of the Senate dealing with the granting of degrees, meetings of the Senate shall be open to: teaching staff, students, alumni, and such persons and groups that the Executive Committee may invite. By a two-thirds vote the Senate may close any meeting to all persons not members.

### **15. GRANTING OF DEGREES**

The Senate has the exclusive power to grant degrees and to award diplomas and certificates within the University.

### **16. PRESIDING OFFICER AT CONFERRING OF DEGREES**

- (i) The Chancellor shall preside at Convocation and shall confer degrees and present diplomas and certificates.
- (ii) In the absence of the Chancellor the Vice-Chancellor shall preside at Convocation and confer degrees and present diplomas and certificates.
- (iii) In the absence of both the Chancellor and Vice-Chancellor the Senate shall name a Full Professor from the teaching staff to preside at Convocation and confer degrees and present diplomas and certificates.

## **17. CEREMONY OF CONFERRING OF DEGREES IN COURSE**

- (i) The President, or a member of the Senate or teaching staff who is appointed for the purpose by the President, shall present as a group the candidates who desire to receive their degrees in course from the Chancellor, who shall make the appropriate response.
- (ii) The candidates shall then be called forward individually, and each shall kneel before the Chancellor, and place his or her hands within the hands of the Chancellor who shall admit the candidate to the degree with the words: '*Admitto te in gradum* (for a Master's degree) /*Lauream* (for a Doctor's degree) *in nomine Patris et Filii et Spiritus Sancti*'.
- (iii) After the degrees in course have been conferred upon all the graduates present, the Chancellor shall confer the degrees in course upon absent candidates, for whom the registrarial officer of the Faculty of Theology shall act as Proxy. The Registrar shall be presented by the President or a member of the Senate or teaching staff as in Section 17 (i).
- (iv) The forms of presentation and admission for degrees used in connection with Section 17(i) and (iii) shall be in the Latin language and shall be determined by the President after consulting the Dean of Theology with due regard for traditional usage.

## **18. CEREMONY OF CONFERRING OF HONORARY DEGREES**

The ceremonies in Section 17 shall be followed in the conferring of honorary degrees with appropriate modifications in accordance with generally accepted practice.

## **19. STANDING COMMITTEES**

(i) At the spring meeting of the Senate, the Executive Committee shall present nominations of Senate members to serve on the following standing committees for the ensuing year:

- 1 The Executive Committee;
- 2 The Committee on Honorary Degrees;
- 3 The Committee on the Library;
- 4 The Committee on Academic Planning.

- (ii) The President is *ex officio* a member of every standing committee.
- (iii) Each committee shall fix the times and places of its meetings.
- (iv) Any member of the Senate has the right to be present at any meeting of any standing committee except the Committee on Honorary Degrees but shall not take part in the proceedings of the committee.
- (v) Vacancies occurring on a standing committee shall be filled by the committee concerned from the constituencies represented.
- (vi) Each committee shall report regularly to the Senate.

## **20. EXECUTIVE COMMITTEE**

- (i) The Executive Committee shall consist of the President, who is chair *ex officio*, the Principal of St. Michael's College, the Dean of Theology, the Registrar of St. Michael's College and two other members of the Senate who shall be elected by the members of Senate for a period of one year.

- (ii) The Committee shall consider and report through its chair or his or her delegate to the Senate upon:
  - 1 All communications, motions or proposals for the establishment of a new degree, diploma, or certificate;
  - 2 Nominations for standing committees;
  - 3 Such other matters as may from time to time be referred to it by the Senate;
- (iii) Four members shall constitute a quorum.

## **21. COMMITTEE ON HONORARY DEGREES**

- (i) The Committee on Honorary Degrees shall consist of the Chancellor, the President, the Principal of St. Michael's College, the Dean of Theology, two of the alumni members of the Senate to be nominated by the Executive Committee, and two other members of the Senate to be nominated by the Executive Committee.
- (ii) Four members shall constitute a quorum.
- (iii) The Chancellor shall be chair, and in his or her absence the President shall act as chair.
- (iv) The Committee through its chair or his or her delegate shall recommend to the Senate the names of those upon whom it may be thought fitting to confer an honorary degree.
- (v) A resolution conferring an honorary degree must receive a three-fourths vote of the members present at a meeting of the Senate.
- (vi) A degree *honoris causa* shall in no case be conferred *in absentia* except by special resolution of the Senate.
- (vii) The Minutes of the Committee and the Senate shall record only the names of those persons to whom the Senate votes to grant honorary degrees.

## **22. COMMITTEE ON THE LIBRARY**

- (i) Mandate:
  - 1 Facilitate communication and deliberation between the library and the USMC community;
  - 2 Contribute to the development of library services and policies;
  - 3 Support the library in its efforts to secure adequate equipment and funding.
- (ii) Membership:
  - 1 Three faculty members of USMC: one from the Faculty of Theology, to be appointed by the Dean of the Faculty; two from among the Fellows of St. Michael's College, at least one of whom will be from a College program. The chair is to be chosen by the President of USMC from the three Faculty members on the Committee.
  - 2 The Director of Library and Archives and two other professional librarians who are to be elected by the professional librarians;
  - 3 Another member of the library staff, to be elected annually for a one-year term, renewable once, by the library technicians;
  - 4 Two students, one from St. Michael's College and the other from the Faculty of Theology, to be appointed annually for a one-year term by SMCSU and the Student Life Committee respectively.
- (iii) The term of the faculty members will be three years, renewable once.
- (iv) The term of the professional librarians will be two years, renewable once.

- (v) The Committee will meet at least once each semester.
- (vi) The Chair or his/her representative will report to the College Council once each semester and to the Senate once a year.”

### **23. COMMITTEE ON ACADEMIC PLANNING**

- (i) The Committee on Academic Planning shall consist of:
  - 1 The President who is chair *ex officio*;
  - 2 The Principal of St. Michael’s College;
  - 3 The Dean of Theology;
  - 4 The Director of Continuing Education;
  - 5 The Chief Librarian;
  - 6 Three Senate members chosen by the College Council from its own membership and approved by the Senate;
  - 7 One Senate member chosen by the Council of the Faculty of Theology from its own membership and approved by the Senate;
  - 8 One Senate member chosen by the Council of the Continuing Education Division from its own membership and approved by the Senate;
  - 9 And one Senate member at large chosen by the foregoing ten members and approved by the Senate.
- (ii) The six members who are not *ex officio* shall serve for two-year terms, beginning with their approval by the Senate at its spring meeting.
- (iii) Seven members shall constitute a quorum.
- (iv) The Committee shall be charged with responsibility for:
  - 1 formulating a detailed statement of overall academic policy goals for USMC, and presenting it to the Senate for approval and periodic review;
  - 2 fostering the formulation and periodic review of specific academic policy goals and plans by each of the three divisions of USMC, in light of the overall academic policy goals;
  - 3 formulating a detailed overall academic plan for USMC, and presenting it to the Senate for approval and periodic review;
  - 4 undertaking such other initiatives as may help the Senate to fulfill its responsibility regarding the academic welfare of USMC.
- (v) The Committee shall meet at least twice during the fall term and at least twice during the spring term.
- (vi) The Committee through its chairman or delegate shall report at each regular meeting of the Senate.

### **24. SPECIAL COMMITTEES**

Special committees may be appointed by resolution of the Senate.

### **25. COUNCIL OF ST. MICHAEL’S COLLEGE**

- (i) There shall be a Council of St. Michael’s College which under the general supervision of the Senate and subject to the terms of federation with the University of Toronto shall direct the academic affairs of the undergraduate College of the University. To this end the Council shall have power to:

- 1 provide for the regulation and conduct of its proceedings including the determination of the quorum necessary for the transaction of business;
- 2 make such regulations as are deemed necessary and proper for the nomination and election and terms of the members of the Council.

(ii) MEMBERSHIP

The Council of St. Michael's College shall consist of:

- 1 The President;
- 2 The Principal;
- 3 The Registrar;
- 4 The Bursar;
- 5 The Programs Administrator;
- 6 The Chief Librarian of the University;
- 7 The Assistant and Associate Registrars;
- 8 The Executive Director of Alumni Affairs and Development;
- 9 The Director of Alumni Affairs;
- 10 The Dean of Residence of Loretto College, the Dean of Students of St. Michael's College, and the Chaplain of St. Michael's College;
- 11 All Fellows, Associate Fellows, and Visiting Fellows of St. Michael's College;
- 12 One member to be elected annually by and from the St. Michael's College Teaching Assistants in each program taught in St. Michael's College;
- 13 Professional Librarians of the University;
- 14 The Director of the Writing Centre;
- 15 The President, Vice-President, Religious Affairs Commissioner, and Day Students Advisory Commissioner of the St. Michael's College Student Union, and four other students registered in St. Michael's College chosen annually to serve a one-year term by the St. Michael's College Student Union;
- 16 Two alumni of St. Michael's College chosen by the Executive of the Alumni Association of the University, to serve a four-year term to a maximum of two consecutive terms; on the initial implementation only of these bylaws, one of the two alumni representatives will be chosen for a two-year term;
- 17 Any person the College Council may see fit to appoint as a member (e.g. Retired Faculty, Staff), for a term as seems fitting to the Council.

(iii) OFFICERS AND THEIR DUTIES

- 1 The Officers of the Council of St. Michael's College shall be the Chair, the Vice-Chair, and the Secretary.
- 2 The Principal shall serve as Chair of the Council and the Executive Committee.
- 3 The Chair, on assuming office, shall appoint the Secretary of the Council.
- 4 The Chair, on assuming office, shall appoint a Vice-Chair of the Council from among the elected members of the Executive Committee.
- 5 The Chair shall call and preside over meetings of the Council and shall personally or through a delegate present reports to the Senate.
- 6 The Secretary shall take charge of the records and papers of the Council, keep regular minutes of its proceedings, issue notice and agenda of meetings, arrange for elections as specified in the regulations and conduct all necessary correspondence.
- 7 The Principal as an Officer of the Council shall represent the Council on the appropriate bodies of the University of Toronto in matters pertaining to programs.

(iv) MEETINGS

- 1 The Council shall meet regularly once a month during the academic year.

- 2 Where the Executive Committee of the Council determines that there is no substantive business to discuss at a regular monthly Council meeting, the Executive Committee shall have the authority to cancel that meeting notwithstanding the requirement of paragraph one.

(v) REGULATIONS

The Council shall adopt regulations governing: order of business, quorum, voting, elections, committees, and general procedures. Such regulations may be adopted, amended, or rescinded at a regular meeting by a majority vote of the members of the Council present and voting, provided that members have been given notice of such motion in writing by the Secretary at least five days prior to the meeting.

## 26. COUNCIL OF THE FACULTY OF THEOLOGY

- (i) There shall be a Council of the Faculty of Theology which under the general supervision of the Senate and subject to the terms of federation with the Toronto School of Theology shall direct the academic affairs of the Faculty of Theology. To this end the Council shall have power to:

- 1 provide for the regulation and conduct of its proceedings including the determination of the quorum necessary for the transaction of business;
- 2 make such regulations as are deemed necessary and proper for the nomination and election and terms of the members of the Council.

(ii) MEMBERSHIP

The Council of the Faculty of Theology shall include:

- 1 the President of the University;
- 2 the Chief Librarian of the University or his/her delegate;
- 3 the Dean of the Faculty;
- 4 the Director of Field Education;
- 5 all members of the Faculty of Theology who hold professorial rank of any kind and all full-time members of the University teaching staff who hold regular academic appointments in the Faculty of Theology;
- 6 one member of the University teaching staff who is not a member of the Faculty of Theology, chosen annually by the President;
- 7 one basic-degree student and one advanced-degree student, to be chosen annually to serve a one-year term by the Student Life Committee;
- 8 two alumni of the Faculty of Theology chosen by the Executive of the Alumni Association of the University, to serve a two-year term renewable once ; on the initial implementation only of these bylaws, one of the two alumni representatives will be chosen for a one-year term.
- 9 the Student Services Officer and Program Co-ordinator as non-voting members

(iii) OFFICERS AND THEIR DUTIES

- 1 The Officers of the Council shall be the Chair and Vice-Chair. The Dean shall be the Chair, who shall call and preside over meetings of the Council of the Faculty of Theology and shall personally or through a delegate present reports to the Senate.
- 2 The Vice-Chair shall be elected from among the professorial members of the Council at the first fall meeting of the Council. If the Chair has called a meeting of the Council but is unable to attend, the Vice-Chair shall preside at such meeting.

3 The Executive Assistant to the Dean serves as recording secretary of the Council and is not a voting member. The Secretary shall take charge of the records and papers of the Council, keep regular minutes of its proceedings, issue notice and agenda of meetings, arrange for elections as specified in the regulations and conduct all necessary correspondence.

(iv) MEETINGS

The Council shall meet regularly at least once each term during the academic year. At least one-week advance notice of each meeting's date, time and location is required.

(v) REGULATIONS

The Council shall adopt regulations governing: order of business, quorum, voting, elections, committees, and general procedures. Such regulations may be adopted, amended, or rescinded at a regular meeting by a majority vote of the members of the Council present and voting, provided that members have been given notice of such motion in writing by the Secretary at least five days prior to the meeting.

## **27. COUNCIL OF THE CONTINUING EDUCATION DIVISION**

(i) There shall be a Council under the general supervision of the Senate to direct the affairs of the Division of Continuing Education. To this end said Council shall have the power to:

- 1 provide for the regulation and conduct of its proceedings including the determination of the quorum necessary for the transaction of business
- 2 make such regulations as are deemed necessary and proper for the nomination and election and terms of the members of Council
- 3 initiate, review, and revise programmes of the Division of Continuing Education
- 4 recommend to the Senate programs for accreditation
- 5 recommend to the Senate candidates for the awarding of Certificates or other accreditation.

(ii) MEMBERSHIP

The Council of the Division of Continuing Education shall consist of:

- 1 The President of the University or a delegate;
- 2 the Director of Continuing Education;
- 3 the Librarian of the University or a delegate;
- 4 the Principal of the College or a delegate;
- 5 the Dean of Theology or a delegate;
- 6 members and retired members of the permanent University teaching staff who have taught three or more courses in the Division;
- 7 two members of the Continuing Education teaching staff who have held three or more teaching contracts with the Division chosen by Council members;
- 8 two alumni representatives, one from Arts and Science and one from the Faculty of Theology, chosen by the Executive of the Alumni Association of the University, to serve a four-year term to a maximum two consecutive terms; on the initial implementation only of these bylaws, one of the two alumni representatives will be chosen for a two-year term;
- 9 a representative of the Continuing Education student constituency chosen by Council members to serve a four-year term to a maximum two consecutive terms;
- 10 Any person the Council may see fit to appoint as a member (e.g., a representative of the Catholic education community), for a term as seems fitting to the Council.

(iii) OFFICERS AND THEIR DUTIES

- 1 Officers shall be the Chair, Vice-Chair and Secretary.
- 2 The Director of Continuing Education shall be the Chair of the Council and shall personally or through a delegate present reports to the Senate.
- 3 A Vice-Chair shall be elected from among the members of the Council for a two-year term.
- 4 A Secretary shall be appointed who need not be a member of the Council. The Secretary shall take charge of the records and papers of the Council, keep records of its proceedings, issue notices of meetings and agendas, arrange for elections as specified by regulation and conduct all necessary correspondence.

(iv) MEETINGS

The Council shall meet regularly at least once in the fall, once in the winter and once in the spring of each calendar year.

(v) REGULATIONS

The Council will adopt regulations governing: order of business, quorum, voting, elections, committees and general procedures. Such regulations may be adopted, amended, or rescinded at a regular meeting by a majority vote of the members of the Council present and voting, provided that members have been given notice of such motion by the Secretary by electronic mail at least five days prior to the meeting.

**1 New statutes approved at the Senate meeting of October 7, 2008**

**2 Section 22. Committee on the Library amended at the Senate meeting of March 26 2012**

**3 Section 20. Executive Committee Sections (i) and (iii) amended at the Senate meeting of October 7, 2013**

**4 Section 26. Council of the Faculty of Theology Sections (ii) and (iii) and (iv) amended at the Senate meeting of March 23 2015**