



Constitution of Senior College at the University of Toronto

1. Purpose and Mission

Senior College supports and fosters the scholarly, professional and creative activities of retired faculty and librarians. The College's mission is to serve as a forum for intellectual exchange, academic, educational and cultural activities, as an interdisciplinary research institution, and a focal point for collegial interaction among members of the academic retiree community. Senior College will develop a talent pool of members who are willing to perform academic services within the University and in the outside community. The College will also provide a centre for supporting services to the University's academic retirees and a place where its retiree community can meet on the St. George campus.

2. Membership

a) Categories of Membership

- i) Members: All University of Toronto retired faculty and librarians are Members of Senior College. Members are entitled to the services provided by the Senior College Centre and to attend and participate, to the extent that space permits, in the College's academic events and activities. Members who wish to become more involved in the life of Senior College can become Fellows, who are required to pay a fee to support the College's programs.
- ii) Fellows: Full Fellowship of the College is open to all Members of the College except External Fellows. Fellows are Members who identify themselves as being involved in continuing or new intellectual inquiry and scholarship, the exchange of ideas and experiences, creative and professional activities and who are interested in being actively involved in College activities. Electronic participation in some College activities is available for Fellows who live outside the Greater Toronto Area. Fellows are required to pay a fee to support the College's programs.
- iii) External Fellows: Retired faculty, librarians and senior administrators who have retired from a degree granting institution recognized by the Association of Universities and Colleges of Canada (or its equivalent in other countries) other than the University of Toronto; retirees from a knowledge based institution or organization; and spouses and widows/widowers of Members, Fellows, and External Fellows, may apply to become External Fellows of the Senior College but will not have voting privileges, and will not be eligible for election to the College Council or the role of officer. External Fellows are required to pay a fee to support the College's programs.

All members and External Fellows will be required as a condition of membership in Senior College to agree to be bound by and adhere to all University of Toronto policies.

3. Governance

a) Senate

i) The Fellows (see footnote 1) and Members (see footnote 2) of Senior College constitute the Senate, the College's governing body. The Senate adopts and recommends amendments to the College's Constitution (with final approval from the Provost required) and, on the recommendation of the Nomination Committee, elects the College Council and Officers (Principal, Vice-Principals, Registrar, Bursar and Communications Director).

ii) AGM: The Senate will have an Annual General Meeting (AGM) at which it will review the work of Council and the Senior College Centre and take any action it deems necessary for the well being and success of the College. At the first AGM, the Senate will elect the College Council and at subsequent meetings elect Fellows to fill any vacancies on the Council. Senate members must be notified 21 days in advance of the AGM.

iii) Special Meetings: Special meetings of the Senate may be called by 50 Members or Fellows or by the Executive Committee of Council. Senate members must be notified 21 days in advance of any Special Meeting.

iv) Voting: Decisions at Senate meetings on matters other than amending the constitution shall be determined by majority vote of Fellows and Members participating in the meeting.

v) Chairing Meetings: At the inaugural meeting to adopt the College Constitution the Senate will elect a Fellow or Member to chair the meeting. That person may continue to chair subsequent meetings. Whenever the Fellows and Members deem it necessary or desirable, they shall elect another Fellow or Member to chair Senate meetings.

vi) Procedure: Meetings of the Senate will be conducted according to Robert's Rules of Order.

vii) Quorum: Twenty-five Fellows or Members of the College shall represent a quorum for meetings of the Senate.

Footnote 1: In this document, the category of "Fellows" is defined in 2.a)ii) and excludes External Fellows.

Footnote 2: The term "Members" shall refer to those individuals specified under 2.a)i); whereas "members" (i.e. lower case) shall refer to the full membership of the College (Members, Fellows, and External Fellows).

b) College Council

i) The College Council shall direct the academic activities and programs of the College and be accountable to the Senate. Programs may include talks, panels and seminars to run throughout the academic year; an annual symposium, skills development, interdisciplinary research, book clubs, task forces on public issues, sponsoring and attending cultural and outdoor events and activities, and outreach programs to the University and the community outside the University. Proposals for new programs must be submitted to the College Council and approved by the Senate.

ii) Composition: The Council will consist of at least 15 and no more than 25 Fellows elected by the Senate.

iii) Elections and Terms of Office: Except for the inaugural Council, members of Council will be elected for three-year terms. One-third of the inaugural Council will have one-year terms, one-third will have two-year terms and one-third will have three-year terms. Members of the Council can serve for consecutive terms on the Council. Council members may be removed from their position by the Fellows if after a fair hearing they are found to be guilty of moral turpitude or ineptness.

iv) Meetings: The Council will meet at least three times a year: a meeting immediately following the Senate's AGM to appoint Standing Committee Chairs; a meeting in the early fall to approve the program for the coming academic year; a meeting near the end of the calendar year to approve the College budget for the forthcoming fiscal year. Other meetings can be called whenever the Executive Committee of Council deems them necessary. All members of the College will be invited to attend Council meetings with voice but without vote.

v) Chairing Meetings: Meetings of Council will be chaired by a Fellow elected by the Council to serve as chair. The Fellow who chairs Council meetings need not be a member of Council.

vi) Appointment of Standing Committee Chairs: The Council will appoint from its membership the Chairs of Standing Committees and, on the recommendation of the Committee Chair, other Fellows or Members to serve on Standing Committees.

vii) Procedure: Meetings of Council will be conducted according to Robert's Rules of Order.

viii) Quorum: A majority of those serving on the Council.

ix) Vacancies: The Executive Committee can appoint a Fellow to fill a position on Council that becomes vacant before the AGM. Such appointments are valid until the end of the term of the person whose place on Council is being filled.

3 (c) Officers

All Members and Fellows may stand for election by the Senate as Officers.

(i) Principal: As the Chief Executive Officer of the College, the Principal is responsible for the administration of the College's academic programs and co-chairs the Board of Management of Senior College Centre. The Principal is a member of the College Council.

(ii) Vice-Principal (Academic): The Vice-Principal (Academic) is a member of the College Council, and assists the Principal in managing the College's existing academic programs and developing new programs and special events.

(iii) Vice-Principal (Administration): The Vice-Principal (Administration) is a member of the College Council, and assists the Principal in the administration of the College and serves on the Board of Management of the Senior College Centre.

(iv) Bursar: As the chief financial officer of the College, the Bursar chairs the Budget Committee, oversees the collection of Fellows' fees and any other monies coming to the College, monitors revenues and expenditures of funds raised through Fellows' fees and other sources, and submits financial reports to the Council and the Senate.

(v) Registrar: The Registrar maintains a registry of Fellows, Members, and External Fellows who have indicated they wish to be kept informed of College activities. With the assistance of a Registrar's Committee, the Registrar advises the College on how to maintain and build active membership.

(vi) Communications Coordinator: The Communications Coordinator supervises the College's communications with its members, and advises the College on all aspects of communicating with its membership, the University and the outside world.

Officers of the College are elected by the Senate. For all officers of the College, the normal term of office shall be either two or three years, with the option of renewal if desired by both the officer and the College Senate.

d) Executive Committee of Council

i) The Executive Committee is accountable to the Council and is responsible for implementing the decisions of Council, receiving reports from committees and making recommendations to Council.

ii) Composition: The Executive Committee shall consist of the Officers of the College and the Chairs of Standing Committees and the Provost's Office Co-Chair of the Senior College Centre Board of Management or a member of the Board designated by the Chair.

iii) Meetings: The Executive Committee shall meet at least once a term, and at additional times as the Principal deems necessary.

iv) Chairing Meetings: The Executive Committee shall be chaired by the Principal and in his or her absence by a Vice-Principal.

e) Board of Management of the Senior College Centre

i) The Board of Management of the Senior College Centre will have the following membership:-

- Two Representatives of the Office of the Vice President and Provost (one to act as Co-Chair)
- Principal of Senior College (Co-Chair)
- Vice-Principal (Administration)
- Bursar of Senior College
- Representative of the University of Toronto Faculty Association (UTFA)
- Representative of the University of Toronto Faculty Association's Retired Members' Committee.
- 3 Members of Senior College, at least one of whom is a retired librarian
- Active University of Toronto faculty member and an active librarian jointly appointed by UTFA and the Office of the Vice President and Provost.

ii) The term will be for two years, renewable once. Consecutive terms of service shall not normally exceed four years, with the exception of the Principal, Vice-Principal (Administration) and Bursar and representatives of the Office of the Vice President and Provost who will serve as part of their responsibilities of office. Terms shall begin on the 1st July and any nominations for vacancies must be made no later than the 30th day of June in each year. Nominations for the last four categories of board members listed above will be reviewed jointly by the University Administration and UTFA.

iii) The Board will meet quarterly throughout the year.

iv) Responsibilities of the Board include:

- Develop the strategic direction and plan for the Centre which will be implemented by the Senior College Administrator
- Review and provide advice on the strategic plan and priorities of the Centre on a regular basis
- Monitor the performance of the management of the Centre in relation to the strategic direction and approved policies and plans
- Advise on the administration of the Centre including the development of job descriptions and final approval of all appointments
- Engage in public relations, marketing and external relations on behalf of the Centre

- Assist in raising funds for the Centre in accordance with University policy
- Advise on the operating budget for the Centre
- Review the annual financial statements of the Centre and monitor its financial operations and condition
- Review the annual financial statements of the College

v) It will be the responsibility of the Board of Management to initiate and undertake a review of the Centre every five years.

f) Senior College Administrator– One joint Administrator for both the College and Centre will be appointed according to University policy and procedures, and will provide administrative support to Senior College and the Senior College Centre. S/he will report to the Office of the Vice President and Provost who will undertake normal supervisory administrative responsibilities, including performance reviews, salary determination, expense report preparation, and the implementation of applicable University policies and procedures. The Administrator will not be a member of the Board of Management. S/he shall be responsible for tasks such as:

- Co-ordinating and supervising the programs, activities and events of the centre
- Establishing connections and communications with all parts of the University community, and with the community beyond
- Liaising with the Board in initiating and implementing projects in the Centre
- Scheduling of rooms for meetings
- Communicating with members
- Supervising and organizing retiree volunteers who will assist with reception duties, office tasks and special projects.

g) Standing Committees of the College Council

i) The Chairs of all Standing Committees will be members of the Council. Committee members must be Members or External Fellows of the College.

ii) Budget Committee: The Budget Committee shall be chaired by the Bursar. It will monitor the revenues and expenditures of the College and prepare an annual budget to be submitted for discussion and approval at the final College Council meeting of the year.

iii) Fund-Raising Committee: The Fund-Raising Committee is responsible for developing plans to obtain funds to support the work of the College and obtaining permission for these priorities from the Provost. The Committee will work with the University's Division of University Advancement in carrying out its fund-raising plans and receive approval from the Provost for its priorities.

iv) Program Committee: The Program Committee is responsible for developing and implementing programs that serve the College's mission. One program will be a program of

talks, panels and seminars to run throughout the academic year. Other programs may include skills development, interdisciplinary research, book clubs, task forces on public issues, sponsoring and attending cultural and outdoor events and activities, and outreach programs to the University and the community outside the University. Proposals for new programs must be submitted to the Executive Committee and approved by the College Council.

v) Senior College Symposium Committee: The Senior College Symposium Committee is responsible for planning and implementing an annual symposium that provides an opportunity for members to present research, professional and artistic work in progress and to discuss important issues of the day.

vi) Registrar's Committee: The Recruiting Committee is responsible for monitoring the strength and diversity of the College and carrying out a continual program of recruiting new Fellows.

vii) Nominating Committee: The Nominating Committee is responsible for developing a slate of Fellows to fill vacant positions on Council indicating the Officer and Committee Chair positions its nominees have agreed to fill. It must submit its slate of nominees to the Senate 21 days before the Senate's AGM.

viii) Colloquia Committee: The Colloquia Committee is responsible for organizing small meetings of members to discuss important topics of scholarly and public interest.

ix) University in the Community Committee The University in the community Committee is responsible for working with the Workers Education Association in developing the curriculum of University in the Community, providing teachers for the program, and helping to fund-raise for the administration of the program.

h) Ad Hoc Committees

i) The College Council may establish ad hoc committees to work on any program or institutional matter. Ad hoc committees report to and are accountable to the College Council.

4. Finances

i) The College's academic programs and academic activities will rely for funding primarily on Fellows' fees, income from sponsored events, contributions from within or outside the University, and donations and bequests made to the College. The College will work in close cooperation with the University in potential fund-raising initiatives.

ii) Fellows and External Fellows shall be required to pay an annual fee. The amount of these fees shall be determined at the Annual General Meeting of the Senate. Changes in the fees can be recommended by the Executive Committee to the College Council and incorporated in the

Council's Financial Plan for the forthcoming year, subject to any changes made by a Special Meeting of the Senate called for that purpose.

iii) The collection, management and disbursement of College monies shall be the responsibility of the College Bursar subject to the approval of the Vice President and Provost (or designate).

iv) The fiscal and membership year of the College shall be the calendar year.

v) The Bursar shall present to the Annual General Meeting, for its information, a Financial Statement for the preceding fiscal year; and a Financial Plan for the current year, as approved by the College Council at its final meeting of the previous year, subject to any changes resulting from a Special Meeting of the Senate called for that purpose. This Financial Plan submitted by the Budget Committee and approved by the College Council will be communicated to all the College members before the end of the year. A Special Meeting of the Senate to discuss the Financial Plan will be called if 25 College members so request. A majority of members participating in such a meeting will determine the Financial Plan for the ensuing year.

vi) The Bursar shall present an interim financial report to each meeting of the Council and the Board of Management for the Senior College Centre.

vii) Disbursements from the accounts of the College will require the signatures of any two of the Principal, the Bursar and the College Administrator and approval of the Vice President and Provost (or designate).

5. Constitutional Amendments

i) Proposing Amendments: Amendments to the Constitution may be proposed by the College Council, the Executive Committee, the Board of Management of the Senior College Centre or by a Member of the College supported by 25 Members or Fellows. Amendments must be sent to the Senate 21 days before the AGM or a Special Meeting of the Senate called for the purpose of considering proposed amendments.

ii) Voting on Amendments: Amendments to the Constitution will be adopted if they are approved by 60% of the Members or Fellows participating in the AGM or the Special Meeting called to consider them and receive Provostial approval.

iii) Provostial Approval of Amendments: No amendment to the Constitution will be considered final until it has received formal written approval from the Vice-President & Provost or delegate.