Constitution of Senior College at the University of Toronto (revised Sept 2022)

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. 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: 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; and spouses and widows/widowers of Members, Fellows, and External Fellows, may apply to become External Fellows of Senior College. In exceptional cases, other applicants may be considered on a case-by-case basis. Evidence of ongoing scholarly activity prior to retirement and regular teaching and/or mentoring of post-secondary school students prior to retirement would be expected of all applicants. External Fellows 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 and adhere to all University of Toronto policies.

3. **Governance**

Constitution of Senior College at the University of Toronto (revised Sept 2022)

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 Coordinator).

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. Amendments to the Constitution will be adopted if they are approved by 60% of the Members and/or Fellows participating in the AGM, or in a Special Meeting called to consider them. Provostial approval is required to finalize amendments to the Constitution. Full details on Constitutional Amendments are given at the end of this document under **5.** Constitutional Amendments.

v) Chairing Meetings: 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**,** monitor the management and programs of the Senior College Centre 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, and approved by, the College Council.

ii) Composition: Council will have a minimum of 25 and no more than 30 members and will have the following composition:

- The Principal of Senior College
- The Vice Principal (Academic)
- The Vice Principal (Administration)
- The Bursar of Senior College
- The Registrar of Senior College
- The Communications Coordinator of Senior College
- The Chair of each Standing Committee. When there are two co-chairs of a committee, only one shall fill this position.
- The Vice Provost, Faculty and Academic Life or designate
- The Director, Academic Affairs or designate
- The VP University and External Affairs (UTFA) or designate
- A representative of the University of Toronto Faculty Association's Retired Members' Committee.
- Representation of active faculty and librarians jointly appointed by UTFA and the Office of the Vice President and Provost.
- Additional Fellows elected by the Senate for three-year terms, at least one of whom must be a retired librarian, to a maximum membership of 30.

iii) Elections and Terms of Office: Fellows who are elected to Council by the Senate will serve 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 Principal or 10 members of Council deem 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 and members of committees: The Council will appoint the Chairs of Standing Committees and, on the recommendation of the Committee Chair or of the Nominating Committee, other members of the College to serve on Standing Committees. Chairs of Standing Committees will be chosen from Fellows of the College.

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 Nominating 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. 53 4 Revised August 2020 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. 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.

(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 though Fellows' fees and other sources, and submits financial reports to the Council and the Senate. The Bursar is a member of the College Council.

(v) Registrar: The Registrar assesses eligibility of applications for the categories of Fellow and External Fellow, while maintaining protocols for processing applications in concert with the Membership Committee. The Registrar maintains a registry of fellows (Fellows and External Fellows) who have paid their Senior College annual fees; advises the Bursar regarding missing fee payments; and reports on the registry to Council and Senate. The Registrar assists the Membership Committee in maintaining and building active Senior College membership. The Registrar is a member of the College Council.

(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. The Communications Coordinator is a member of the College Council.

Constitution of Senior College at the University of Toronto (revised Sept 2022)

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

i) The Executive Committee reports to Council via the Principal. It is advisory to the Principal. It oversees and provides advice on the management of the Senior College Centre. The latter involves, but is not necessarily limited to, the following:

- Review the annual financial statements of the Centre and monitor its financial operations and condition
- 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
- Monitor the activities of the Senior College Centre Committee

ii) Composition: The Executive Committee shall consist of the Officers of the College.

iii) Meetings: The Executive Committee shall meet at least twice in each of the Fall and Winter terms, 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) Senior College Administrator – An Administrator for the College and the Senior College Centre will be appointed according to University policy and procedures, and will provide administrative support to Senior College and the Senior College Centre. The Administrator 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 shall be responsible for tasks such as:

• Coordinating and supervising the programs, activities and events of the Centre.

• Establishing connections and communications with other parts of the University community, and with the community beyond

• Helping in the initiation and implementation of 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.

 f) Standing Committees of the College Council

i) The Chairs of all Standing Committees will be selected from Fellows of the College, will be members of the Council and will be appointed by Council for 5-year terms. Committee members will be selected from members of the College. They will be appointed by Council, on the recommendation of committee Chairs or the Nominating Committee, for 5 year, renewable terms. The Chairs of any subcommittees will be appointed by the Chair of the corresponding Standing Committee.

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. These include: a program of talks, panels and seminars to run throughout the academic year and other programs which 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, 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) Membership Committee: The Membership Committee, led by a Chair (Associate Registrar) with the Registrar as an *ex officio* member, is responsible for monitoring the strength and diversity of the College and carrying out a continual program of recruiting new Fellows and External Fellows, and retaining current members. In furtherance of this objective, the Committee may develop recruitment material for dissemination, and interacts with the Administrator regarding website entries and information to be distributed.

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. In consultation with the Chairs, it also nominates candidates to fill vacancies on standing committees.

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.

x) Senior College Centre Committee: The Senior College Centre Committee is responsible for the development and implementation of programs for the Senior College Centre.

xi) The Research Committee: The Research Committee is responsible for the adjudication of applications and the awarding of small research grants in support of the research of Fellows and External Fellows.

xii) The Communications Consortium: The Communications Consortium is chaired by the Communications Coordinator. It is responsible for overseeing the means by which Senior College communicates with its membership and the wider community.

g) 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**, via the Principal**, 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.

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 via the Principal 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