THE UNIVERSITY OF WATERLOO
MATHEMATICS FACULTY COUNCIL
(Hereinafter called "The Council")
BY-LAWS *(as amended September 16, 1997)*

I. MEETINGS

(a) Time of Meetings:

The Council will hold regular monthly meetings at such a time and place as the Council may from time to time determine. If the urgency of the occasion demands, special meetings may be called at any time. The agenda of such special meetings shall be restricted to matters which cannot be postponed until the next regular meeting.

(b) Notice of Meetings:

Notice of regular meetings, including a copy of the agenda, shall be sent out by the Secretary not less than 6 days before the meetings. Special meetings may be called upon less than 6 days', but not less than 24 hours', notice, measured from the time of delivery of such notice to departmental mail boxes.

(c) Calling of Meetings:

Regular meetings will be called by the Secretary. Special meetings will be called by the Secretary on the request of:

  (i)   The Chair of the Council,
  (ii) The Executive Committee, or
  (iii) a petition signed by not fewer than 15 members of the Council.

(d) The Inaugural Meeting:

The inaugural meeting of the year will be the meeting in September. The tenure of standing committees of the Faculty will be from September 1 to August 31. At the March meeting the slate of nominations concerning the standing committees and other appointments shall be presented to Council by the Executive Committee and elections held.

(e) Agenda:

The agenda will be drafted by the Executive Committee. Any member of Council may, by notice in writing to the Chair of the Executive Committee not less than 8 days before a regular meeting, request that any item be placed on the agenda.

(f) Quorum:

The quorum for all meetings, regular and special, shall be not fewer than 25 members.

(g)   Notice of Motion:

Except in cases of extreme emergency, no motion of major policy signif-
icance may be debated or voted upon in any meeting unless prior notice
of that motion is included in the agenda of that meeting. In cases of dis-
pute, the Chair's ruling on whether or not a motion shall be admitted
shall be final. Normally, reference to committees, questions of proce-
dure, tabling and requests for information are among the matters not
requiring notice of motion.

II.   MINUTES

(a)   The Secretary of the Council will maintain a complete file of the
      minutes of the Council and of its various committees, with the
      exception of the Promotion and Tenure Committee. These files
      shall be open to inspection by any member of the Council upon
      request. The Secretary will distribute copies of the minutes of
      Council meetings to all Council members.

(b)   The Secretary will maintain a continually updated copy of the
      complete Constitution and By-Laws. Each copy shall be dated:
      when it is superseded, it shall be filed, and the date of obsoles-
      cence written upon it.

III.   APPROVAL OF CANDIDATES FOR DEGREES AT CONVOCATION

The Dean, on the recommendation of the Standings and Promotions
Committee and the Graduate Studies Committee, has the authority to
submit the names of candidates meeting all requirements for all the
degrees offered by the Faculty to the University Senate for approval.

IV.   COMMITTEES

NOTE: The Dean is a member of all committees, but is listed only when
serving as Chair.

(a)   Executive Committee:

Membership: the Dean, who shall be Chair, or designate the Chair from
             among the other members of the Committee;

             the Secretary of the Council;

             the Associate Dean, Undergraduate Studies;

             the Associate Dean, Graduate Studies and Research;

             five members of Council, elected by Council for 2-year
             terms, half retiring each year;

one full-time senior undergraduate student representative nominated by the Mathematics Society and appointed by the Dean;

one full-time graduate student representative elected by the graduate students in the Faculty;

the Chair of the Council.

Duties and Powers:

1. Drawing up the Agenda for Council meetings.

2. Appointing *ad hoc* Council Committees and receiving reports from committees of the Council.

3. Assigning matters to appropriate committees and handling material that does not fall within the purview of other committees.

4. Serving as a Nominating Committee for the standing committees, for Faculty representatives to other bodies, and for any other committees to which the Council may from time to time elect representatives.

5. Appointing members to the above committees or bodies as required to fill vacancies which occur between Council elections.

6. Monitoring all motions submitted to the Council via the Agenda in order to ensure that such motions are accompanied by adequate statements outlining the reasons for the motion, and its expected consequences.

(b) Undergraduate Affairs Committee (UAC):

Membership: the Associate Dean, Undergraduate Studies, who shall be Chair;

the Associate Dean, External Relations;

one representative from each Department, appointed by its Chair;

one representative of the Business/Accounting programs appointed by the Dean.

two faculty members elected by the Council for 2-year terms, except for 1-year terms when needed to provide retirement in alternate years;

two full-time undergraduate student representatives, nominated by the Mathematics Society and appointed by the Dean;

the representative of the Faculty on the Senate Undergraduate Council;

such additional (non-voting) persons as the Committee shall from time to time appoint.

Duties and Powers:

1. Receiving and considering proposals concerning changes in curricula and courses, and making recommendations to the Council accordingly.

2. Defining, and overseeing the functioning of the Core Curriculum, and making recommendations accordingly to the Council.

3. Examining, and making recommendations concerning matters of curriculum, and undergraduate affairs, generally.

4. To oversee the preparation of calendar and other informational material related to the undergraduate program of the Faculty, and to coordinate such material prepared by the Departments and the other Faculty programs.

5. 5. Receiving and considering proposals from the Undergraduate Standings and Promotions Committee and the Undergraduate Admissions Committee concerning academic policies pertaining to academic standards and conditions for admission to, and continuation in, the various programs and options.

NOTE: Issues can arise for which it is not entirely clear whether the UAC or the Academic Policy Committee would be the appropriate Committee for review. Such cases shall be allocated by the Associate Dean, Undergraduate Studies, in consultation with the UAC and the Dean.

(c) Academic Policy Committee (APC):

Membership: the Dean, who shall be Chair;

the Associate Deans;

the Chairs of the Departments;

three full-time members of faculty elected by the Council for 3-year terms, except for shorter terms when needed to provide for rotation;

such additional (non-voting) persons as the Committee shall from time to time appoint.

Duties and Powers:

1. To study, report to the Council on, and, where appropriate, make recommendations to the Council concerning:

    (a) Administrative and academic policies of a fundamental character, and all matters of overall educational policy. (The APC does not, however, administer the affairs of the Faculty).

    (b) (in particular) The creation, elimination, and major alteration of departments, and other academic units, programs, options and degrees.

2. To receive, and respond to, questions and recommendations concerning such matters as referred to in 1.

3. To consider the budgetary aspects of the foregoing. (The APC does not, however, allocate or manage budgets.)

(d) Undergraduate Admissions Committee

Membership: the Associate Dean, Undergraduate Studies, and the Associate Dean, External Relations, one of whom shall be appointed Chair by the Dean;

the Assistant Registrar, Mathematics (non-voting), who shall be secretary;

the Admissions Officer of the Faculty of Mathematics;

one member of each Department and one representing the Business/Accounting Programs, elected by Council for 2-year terms, except for 1-year terms as needed in order to provide for 3 retirements each year;

a Mathematics instructor appointed by St. Jerome's College;

the Program Administrator (Mathematics) of the Department of Co-operative Education and Career Services;

such additional (non-voting) persons as the Committee shall from time to time appoint.

Duties and Powers:

1, To implement existing policies for admission of under-graduates to the Faculty, including those governing advanced standing.

2. To report and make recommendations to the Undergraduate Affairs Committee on matters related to admission policies.

(e) Undergraduate Standings and Promotions Committee:

Membership: the Associate Dean, Undergraduate Studies and the Associate Dean, External Relations, one of whom shall be appointed Chair by the Dean;

the Assistant Registrar, Mathematics (non-voting), who shall be secretary;

one or two academic advisors appointed by each of the Department Chairs, and one or two advisors to the Business/Accounting programs appointed by the Dean;

a Mathematics instructor appointed by St. Jerome's College;

the Program Administrator (Mathematics) of the Department of Co-operative Education and Career Services;

such additional (non-voting) persons as the Committee shall from time to time appoint.

Duties and Powers:

1. To implement existing policies concerning examination results, standings, promotions, withdrawals, and related matters.

2. To receive and deal with all petitions for special consideration related to standings and promotions.

3. To report, and make recommendations, to the Undergraduate Affairs Committee on policies related to standings and promotions.

4. To recommend to the Dean candidates meeting all requirements for the B.Math. degree.

(f)   Graduate Studies Committee:

Membership: the Associate Dean, Graduate Studies and Research, who shall be Chair;

the Graduate Officers from all Departments;

one additional member from each Department chosen from among the Approved Doctoral Dissertation Supervisors, in a manner to be determined by the Department, for a 2-year term;

the Dean of Graduate Studies;

the Faculty Graduate Office Administrative Assistant (non-voting), who shall be secretary;

two full-time graduate students in Mathematics, elected for 2-year terms (except for 1-year terms when needed to provide for retirement in alternate years) by the graduate students of the Faculty;

the representatives of the Mathematics Faculty on the Senate Graduate Council, who shall be elected by the Faculty Council from among the Approved Ph.D. Supervisors;

the representative of the Mathematics Faculty on the Senate Research Council, who shall be elected by Faculty Council.

Duties and Powers:

The Graduate Studies Committee (GSC) shall be responsible for the development and operation of graduate studies, and shall oversee the promotion of research within the Faculty; these functions shall be subject to the approval of Faculty Council, the Senate Graduate Council, the Dean of Graduate Studies, the Graduate Studies Office, the Senate Research Council, and the Senate, where required by the terms of reference of these bodies.

In particular, but without limiting the generality of the foregoing, the powers and duties of the GSC shall include the following:

1.   To consider all proposed new graduate courses and programs and all proposed changes in existing graduate courses and programs, and to make recommendations to the Faculty Council thereon.

2.   To determine who shall be Approved Doctoral Dissertation Supervisors within the Faculty.

3. To approve the Committees and External Examiners for Ph.D. thesis examinations.

4. To recommend to the Dean candidates meeting all requirements for the post-baccalaureate degrees offered by the Faculty.

5. To oversee the preparation of calendar, and other informational material related to the graduate program of the Faculty, and to coordinate such material prepared by the Departments.

6. To make recommendations to the appropriate bodies on the financial requirements for graduate student support, and for the promotion of research.

7. To oversee admissions policies and procedures for graduate students, subject to review by the Mathematics Faculty Council.

(g) Library Committee:

Membership: One faculty member from each department, appointed by the respective Department Chairs - one of whom shall be elected Chair by the Committee, and one of whom shall be elected by the Committee as its representative on the Senate Library Committee;

the Liaison Librarians for the Faculty of Mathematics;

one graduate student representative elected by the graduate students in the Faculty;

one undergraduate student representative nominated by the Mathematics Society and appointed by the Dean.

Duties and powers:

1. To review the Library acquisitions budget for the Faculty of Mathematics and to make recommendations to appropriate bodies.

2. To formulate and periodically revise the policies for collections development.

3. To advise the Library on storage and shelving for the mathematics collection.

4. To participate in the Davis Centre Library Group via its five elected faculty members who shall serve as the Faculty representatives on the Group.

5. To review all aspects of library resources, facilities and policies.

(h) Mathematics Faculty Tenure and Promotion Committee:

Membership:*   a)   According to University Policy 77, the following shall be ex-officio members of the Committee:

the Dean, who shall be Chair;

a faculty member holding a tenured appointment, from another Faculty, appointed by the Vice-President, Academic and Provost (voting);

a member of the University Tenure and Promotion Advisory Committee (UTPAC) from another Faculty, appointed by the UTPAC Chair (non-voting).

(b)   one elected member from each academic department;

(c)   one elected member-at-large;

The membership under (b) and (c) shall satisfy the following constraints;

(1)   they shall hold tenured appointments in the Faculty; at least four shall be full professors;

(2)   they shall not serve simultaneously on a Departmental Tenure & Promotion Committee in the same Faculty, or on the University Tenure & Promotion Advisory Committee;

(3)   it is desirable that the Committee include both men and women.

(4)   they shall serve 3-year non-renewable terms, except for shorter terms as needed in order to provide for 2 retirements each year.

Nominations and Elections: The electorate for the Committee shall consist of the members of the Faculty who hold tenured or probationary-term appointments in the professorial ranks. The nominations shall be in writing and must be signed by five members of the electorate. The election shall be by a secret mail ballot.

Duties: To serve as the Faculty Tenure and Promotion Committee as outlined in University Policy #77.

*   Membership requirements are specified by University Policy 77. Should this policy be amended, changes will be reflected in the Faculty By-Laws without requiring formal amendment.

(i) Honorary Degrees Committee:

Membership: the Associate Dean, Graduate Studies and Research,
who shall be Chair;

One   member   from   each   Department,
appointed by   the   respective   Department
Chairs for 3-year terms,   except for shorter terms
when needed to provide   for rotation.

Duties and Powers:

1.   To consider issues of policy concerning honorary degrees and
emeritus appointments, and to make recommendations on these
matters to the appropriate bodies.

2.   To recommend candidates for honorary degrees and emeritus
appointments, and to refer suitable nominees to the Senate
Nominating Committee for Honorary Degrees, according to the
criteria for these honours established by that Senate committee.

(j) Computing Advisory Committee:

Membership: The Associate Dean, Computing, who shall be Chair;

one   faculty   member   from   each
Department, appointed   by   the   respective
Department Chairs for   2-year terms,   except for
shorter terms when   needed to provide for
rotation;

one graduate student representative, elected by the
graduate students in the Faculty;

one undergraduate student representative
nominated by the Mathematics Society, and
appointed by the Dean.

Duties and Powers:

1.   To advise the Associate Dean, Computing on procedures and pri-
orities for the use of computing resources within the Faculty.

2.   To participate in continuous long-term planning for the renewal
of computing resources in the Faculty, including attention to the
relationship with central university computing resources.

(k) Faculty Committee on Student Appeals (FCSA)*:

Membership: Two faculty members from each Department appointed by the respective Department Chairs for two-year terms, half retiring each year;

three undergraduate student representatives nominated by the Mathematics Society and appointed by the Dean, for two-year terms, with at least one retiring each year;

one graduate student representative, appointed by the Dean for a one-year term;

The Chair of the Committee shall be a faculty member, appointed by the Dean for a two-year term.

Duties and Powers:

1.   To deal with student appeals of decisions on the judgment or assessment of students' academic work, according to the procedures set out in the University of Waterloo Student Appeal Policy and Procedures.

2.   To conduct hearings on charges pertaining to academic offences, as described in the University of Waterloo Student Academic Discipline Policy and Procedures.

3.   To advise the Faculty on matters concerning such appeals and hearings.

*   Insofar as membership on this committee and its duties and powers are specified by the University Student Appeals Policy and the Student Academic Discipline Policy, any changes to those policies will be reflected in this by-law without requiring formal amendment.

V.   ADOPTION AND AMENDMENT

These By-Laws shall come into effect on their acceptance by a meeting of Council called for this purpose. Amendments to the By-Laws shall be made by a two-thirds vote of those present at a regular Council meeting. Any proposed amendments must appear on the agenda circulated for the meeting of the Council.