THE  UNIVERSITY  OF  WATERLOO
MATHEMATICS  FACULTY  COUNCIL
(Hereinafter  called  "The  Council")
BY-LAWS
*(proposed  amendments  Apr  2002)*


I.  MEETINGS


The Council will meet at least twice a year, in September and in March, to receive reports from Representative Council, to ratify its actions, and to consider possible amendments to these by-laws. Special meetings of Council may be called by Representative Council, or by a petition signed by 15% of the membership of Council.

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 and elections held.

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

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

Except in cases of extreme emergency, no motion of major policy significance 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 dispute, the Chair's ruling on whether or not a motion shall be admitted shall be final. Normally, reference to committees, questions of procedure, tabling and requests for information are among the matters not requiring notice of motion.

Representative Council may be dissolved and new elections ordered by a two-thirds vote of those present at a Council meeting, provided that a quorum of 30% of the membership is present.

II.  AMENDMENT

Amendments to the By-Laws shall be proposed by a two-thirds vote of those present at a regular Representative Council meeting, or by a petition signed by 40% of the membership of Council. Any proposed amendments must appear on the agenda made available for the meeting of Representative Council if proposed there, and  on the agenda circulated for the meeting of Council. Amendments shall be adopted by a two-thirds vote of those present at the Council meeting.


III.  MINUTES

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, and make these available electronically. The Secretary will also maintain a continually updated copy of the complete Constitution and By-Laws, and make this available electronically.

IV.  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.

V.  COMMITTEES

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

(a)  Representative Council:

Membership:  the Chair of Council, who shall chair Representative Council;

the Secretary of the Council (non-voting);

the Associate Dean, Undergraduate Studies;

the Associate Dean, Graduate Studies;

the Chairs of each Department and the Director of each School;

faculty members from each Department and School, of a number (including the Chair or Director) equal to the square root rounded to the nearest integer of the faculty complement of that Department or School as of the beginning of the month in which elections are held, elected for a term of one year by the Department or School in a manner approved by the Department or School;

one full-time undergraduate student, elected by the full-time undergraduates in the Faculty of Mathematics through a procedure authorized by the Dean;

one full-time graduate student, elected by the graduate students in the Faculty of Mathematics through a procedure authorized by the Dean;

one representative of the faculty members in the Dean's Office, appointed by the Dean;

one representative (nonvoting) from each of the other Faculty Councils.

Duties and powers:

Representative Council is the normal operating unit of the Faculty of Mathematics. It shall have all the powers of Council, delegated to it by Council. Council shall meet only to consider items of a broad nature as determined by Representative Council.

Representative Council will hold regular monthly meetings if there is sufficient business. The agenda will be determined by the Agenda Committee. These meetings will be open to all members of Council. Notice of regular meetings, including a copy of the agenda, shall be made available electronically (with a paper copy sent to each Department and School office) no less than 6 days before the meetings. Quorum shall be 50% of voting membership. Members who are unable to be present may send an alternate, provided that 24 hours' notice is given to the Chair of Council. Special meetings of Representative Council can be called by the Agenda Committee, provided that 48 hours' notice is given, and only the business specified in the notice of the meeting is transacted.

## (b)   Agenda  Committee:

Membership:  the Chair of Council, who shall be Chair;

the Secretary of the Council;

the Associate Dean, Undergraduate Studies;

the Associate Dean, Graduate Studies and Research;

one member of Representative Council from each Department and School, chosen by the Department or School;

the undergraduate and graduate representatives on Representative Council.

Duties and Powers:

1.   Drawing up the Agenda for Representative Council and  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 Faculty may from time to time elect representatives.

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

6.    Monitoring all motions submitted to Representative Council and 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.