

McGill University
School of Social Work
School Council Bylaws

Approved by the School of Social Work Faculty,
September 6, 2019*

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1 Preamble

1.1 Purpose of the Council Bylaws

The purpose of this document is to establish the rules and procedures for a School of Social Work Council (hereafter referred to as the Council), designed to serve as the primary decision-making body for McGill University's School of Social Work¹. In case of unforeseen conflict between the various statutes and policies of McGill University and the Council Bylaws, McGill University statutes or policies will prevail.

1.1.1 Approval of the Council Bylaws

The School of Social Work Council Bylaws are subject to approval by the Faculty of Arts.

1.1.2 Review of the Council Bylaws

The Bylaws of the School will be reviewed and amended by the Council within 24 months of their initial approval and will be reviewed by the Council at a minimum of every five years. In reviewing the Bylaws, the Council may decide to expand the Bylaws in the form of a more comprehensive School Constitution.

1.2 Guiding Statements

1.2.1 Mission statement

McGill University's School of Social Work prepares professionals to make contributions that make a difference in Montreal, across Canada, and around the world. Our emphasis is on critical thinking, research, practice and policy, with a focus on social justice on issues facing vulnerable and disadvantaged people. Our goal is the development of just and equitable societies.

1.2.2 Professional Statement

The School of Social Work is a professional school accredited by the Canadian Association for Social Work Education (CASWE) and is guided by the values and principles of CASWE and the Canadian Association of Social Work. The Bachelor of Social Work (BSW), Master of Social Work (MSW) and M.Sc.(A) Couple and Family Therapy (MScA) degrees are recognized as professional degrees giving access to the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec (OTSTCFQ). In addition to CASWE accreditation, the School's professional

¹ The terms "School", "School of Social Work" and "McGill University's School of Social Work" are used interchangeably in this document.

programs are designed to ensure that graduating students meet OTSTCFQ standards and competencies.

1.2.3 Indigenous Land Acknowledgment

McGill University is on land which has long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabeg nations. We acknowledge and thank the diverse Indigenous people whose footsteps have marked this territory on which peoples of the world now gather.

1.2.4 Equity, Diversity & Inclusion

The McGill School of Social Work recognizes that social justice is a core value within its profession and is committed to ensuring the full, meaningful and equitable engagement of all of its members. Recognizing that equity, diversity and inclusion requires shared commitment and leadership, the School holds equity, diversity and inclusion as guiding principles in the development of policy and practice within its governance structure.

1.3 Administrative and Governance Structure of the School

The School is administered by the Director with the support of the School administrative staff. The academic programs are administered by the Program Directors with the support of the School administrative staff.

1.3.1 Director of the School

➤ *Responsibilities*

As specified by the Statutes of McGill University² (SMU 9.2.2 and 10.2), the Director is delegated by, and accountable to, the Dean of the Faculty of Arts for administering the affairs of the School. These responsibilities include, but are not limited to:

- Recruiting and making recommendations to hire faculty members;
- Making recommendations and supporting faculty for merit, promotion and tenure;
- Assigning teaching and service responsibilities to faculty members and reviewing course evaluations;
- Appointing Program Directors and overseeing academic programs, including admissions and curriculum;
- Ensuring that social work ethical and accreditation standards are consistently applied;
- Supervising the School's Administrative Officer and the Assistant to the Director;
- Overseeing the School's finances;
- Approving faculty members' grant submissions, expense reports, and other faculty administrative requests;

² Statutes of McGill University (SMU) Enacted by the Board of Governors on May 1, 1972, and amended by the Board of Governors to May 25, 2017. The Secretariat McGill University

- Representing the School within McGill and with external partners, social service, and professional organizations;
- Supporting fund raising activities in collaboration with the University Advancement office and the Dean of Arts.

1.3.2 Program Directors

Program Directors are faculty members who oversee the academic programs of the School, including the BSW, MSW, MScA and PhD programs. The MSW Program Director also oversees the Qualifying Year (QYMSW) for entry into the MSW program. Their responsibilities include admissions, academic advising, program curricula, approving course syllabi, reviewing course evaluations for program purposes, and liaising with student associations.

The Director of Field Education leads the field education team that oversees the field placements for students in the BSW and MSW programs, and the QYMSW. The MScA Director oversees the field placements for students in the MScA program.

Program Directors and the Director of Field are faculty named by the Director of the School to oversee academic programs or field education. Program Directors are appointed for a term of four years, renewable. These positions are supported by an annual course release.

An Associate Program Director may be named by the Director to work with the Program Director to oversee specific components of the program, assist with academic advising and support extra-curricular activities that may enhance the program.

1.3.3 Program Directors Coordinating Committee

➤ *Mandate*

The primary mandate of the Program Directors Coordinating Committee is to assist the Director, the School Administrative Officer and the Program Directors in the implementation of curricula and programs, and ensure effective coordination between programs.

➤ *Composition*

The Program Directors Coordinating Committee includes the Director, the School Administrative Officer, the Program Directors and Associate Program Directors. The Assistant to the Director attends meetings for the purpose of keeping minutes.

➤ *Program Coordination Responsibilities*

The Program Directors Coordinating Committee primarily serves a cross program coordination and implementation function. Program Directors may regularly consult individually with the Director to discuss within-program implementation questions, outside of regularly scheduled Committee meetings. The Coordination Committee provides Program Directors with an opportunity to consult with each other about issues that affect multiple programs. Issues requiring decisions about program policies or guidelines are brought back to their respective Program Committees for approval. Its primary responsibilities include:

- Coordinating timetables to ensure that course sequencing, class sizes, and instructor allocations meet pedagogical and program objectives;
- Coordinating information on the School website to ensure consistency;
- Coordinating admissions policies and procedures to ensure consistency across programs;
- Coordinating orientation, convocation receptions and any other cross-program extracurricular activities;
- Examining between-program implications of any curricula or program changes being considered by a Program Committee;
- Ensuring social work ethical and accreditation standards are consistently applied.

➤ *Procedures*

The Program Directors Coordinating Committee meets at least twice in each of the fall and winter terms. It also meets in an ad-hoc fashion to manage time-sensitive decisions.

Minutes of Program Directors Coordinating Committee meetings are maintained by the Director's Office and made available to all members of the School Council.

1.3.4 Policy Setting Bodies

The School of Social Work is an academic unit within the Faculty of Arts, subject to the policies and procedures set by the McGill University Governing Council and the Senate. The Director reports to the Dean of the Faculty of Arts, and the Dean of the Faculty of Arts reports to the Provost of the University. The administrative and governance structures of the University, including its organizational chart, are described at <https://www.mcgill.ca/about/administration>.

Subject to the policies, regulations and procedures of the Faculty of Arts, Graduate and Postdoctoral Studies, the Senate and Governing Council of McGill University, decisions or recommendations about policies, guidelines, and other issues that affect the School are primarily made either by the School Council and its committees or by the School Faculty as defined below.

The School Council makes decisions and establishes policies and guidelines that relate to the academic programs of the School as well as the learning environment of the School and the role of the School in the broader social work community.

The School Faculty establish policies and guidelines that relate to hiring, promotion, tenure, workload and merit that affect faculty.

2 School Council

2.1 Responsibilities of the School Council

The responsibilities of the Council of the School include but are not limited to the following:

- Develop, review and approve School programs, curricula, and admissions policies, subject to approval from the appropriate University curriculum approval mechanisms;
- Develop, review and approve policies or guidelines that relate to the academic mission of the School and its learning environment;
- Establish Council bylaws and policies, subject to approval by the Faculty of Arts;
- Establish standing and ad hoc committees and their mandates, membership and procedures;
- Where standing or ad hoc committees have been delegated to develop, review and propose curricula, policies or guidelines, the Council should primarily serve an approval function in response to proposals or recommendations made by Council committees;
- Provide advice to the Director of the School in areas including strategic planning, budgetary priorities, space-related priorities, relationship with provincial and national professional and social organizations and fundraising.

2.2 Membership

2.2.1 Constituencies of the School

The constituencies of the School with voting rights on the School Council include:

- **Faculty members:** all professors, associate professors, and assistant professors and who are appointed to the School by the Board of Governors;
- **Administrative staff:** All part-time and full-time administrative, management and clerical staff employed at the School under McGill University Non- Academic Staff Association (MUNASA) and the McGill University Non-Academic Certified Association (MUNACA);
- **Students:** Full-time and part-time students enrolled in one of the School's undergraduate, graduate or post-graduate programs;
- **Field coordinators;**
- **Field supervisors:** current supervisors of students in their field placements;
- **Course lecturers:** instructors who are eligible to be included in the School's current McGill's Course Lecturer and Instructors Union (MCLIU) Priority Point List.

Non-voting constituencies include alumni, adjunct professors, academic associates, visiting scholars, non-student research assistants, and external community stakeholders. Their potential representation on Council should be considered with every cycle of review of the School Council Bylaws.

2.2.2 Voting members

Eligible voting members of Council are:

- All School faculty (see 2.2.1)
- Two field coordinators³
- Two members of the administrative staff as selected by their constituency:
 - One member of the Management-level (M-level) administrative staff⁴
 - One member of the Clerical-level (C-level) administrative staff⁵
- Two course lecturers and one alternate elected by members of the School's current McGill's Course Lecturer and Instructors Union (MCLIU) Priority Point List
- Two field Supervisors and one alternate elected by field supervisors
- Six student representatives or their alternates elected by their respective student associations (SWSA or SWAGS), from current programs of the school:
 - two BSW students
 - one QYMSW student
 - one MSW student
 - one MScA student
 - one PhD student

"Alternates": Course lecturers, field supervisors and students may elect an alternate representative who may attend Council meetings as a non-voting member or may vote in the place of the representative if the designated representative is unable to attend a Council meeting.

2.2.3 Non-voting members

The Assistant to the Director is a non-voting member, unless elected by their constituent group. The Assistant to the Director is responsible for taking minutes and distributing and maintaining documents referred to in the agenda or minutes.

The School Administrative Officer attends meetings to provide information relevant to the administrative functions of the School.

"Alternates" (see 2.2.2.)

2.3 Procedures

2.3.1 Chair

Council meetings are chaired by the Director or a faculty member designated by the Council by a vote.

³ Revised by Council vote, November 13, 2019.

⁴ See above 3.

⁵ See above 3.

2.3.2 Agenda setting and minutes

A draft agenda will be set by the Council Chair in consultation with Program Directors. The draft agenda will be circulated to all members at least five working days before the Council meeting. The final agenda will be amended, if needed, and approved by a vote at the beginning of each meeting.

Minutes are kept by the office of the Director and distributed to all constituents, amended and approved by a vote at Council meeting.

Agendas, minutes and all supporting document are maintained by the Director's office and available to all Council members through the School's website.

2.3.3 Motions

Motions for a vote by Council, and their supporting documents, must be distributed in writing to Council members at least five working days before a vote. Whenever possible, motions should be brought forth by Council committees, following appropriate deliberation at the committee level.

All motions are sponsored by a Council member and seconded by another Council member. The motion can then be followed by a period of discussion that should not exceed 20 minutes, at which point the Chair will call the vote or the motion's sponsor will withdraw the motion and bring it back to the sponsoring Committee for further development. During the discussion, amendments to the motion can be entertained by the motion's sponsor.

In the event that an issue requiring a vote arises during a Council meeting that has not been subject to a previously filed written motion, the Chair may ask Council to accept the motion for discussion and a vote. In such an instance, a two-thirds majority vote is required to accept the motion for discussion and for a vote. In the event that the motion is then successfully supported by a two-thirds majority, the motion must be brought back to Council at the following Council meeting for ratification.

2.3.4 In Camera Meetings

Any Council member can make a motion to request that a Council discussion be held in camera; a majority vote is required for a discussion to be conducted in camera. Meeting attendees who are not member of Council are required to leave the meeting during the in camera discussion. Council members are required to keep the in camera discussion and any accompanying minutes and documents confidential. Minutes of the in camera discussion, and any supporting documents, will only be made available to Council members.⁶

2.3.5 Quorum for Meetings

School Council meetings can only be held, and votes can only be taken, if at least 51% of Faculty Members not on leave are present at the meeting, and four voting members from at least two other constituencies are present. For purposes of establishing quorum, the Director's office will

⁶ Revised by Council vote, February 12, 2020.

provide Council with a list of all faculty members not on leave and all voting members from other constituencies.

2.3.6 Voting

All voting members who are present at a meeting are entitled to one vote. Votes are usually taken by a show of hands, however, any member of Council can request a secret ballot vote.

Faculty members who are on leave may attend and vote at Council meetings.

Distance participants by telephone or video are not eligible to vote.

Votes can only be held if quorum is maintained.

Motions brought to council (see 2.3.3), including acceptance of agendas, minutes, motions from Council committees and motions arising from Council meetings, require a vote in favour of the motion by two-thirds majority. In the event that a two-thirds majority cannot be achieved on a motion or on an amended version of the motion, a second vote can be taken at the next Council meeting and can be carried with a simple 51% majority.

Changes to the Council Bylaws require a two-thirds majority vote at all times.

2.3.7 Frequency of Meetings

There will be a minimum of four School Council meetings per year; two in the fall term and two in the winter term.

The Council Chair, in consultation with the Program Directors Coordinating Committee, may call an exceptional Council meeting requiring a minimum of one week's notice to all Council members.

2.3.8 Adjournment

Meetings will be adjourned at their scheduled time or extended or shortened by a two-thirds majority vote. Any agenda items that were not covered at the meeting will be carried over to the next Council meeting.

3 School Council committees

3.1 Program Committees

Program committees serve (1) an advisory role in supporting the Program Directors in their administration of the program and (2) a curriculum and policy setting role in developing proposals for policies and guidelines to be submitted to the School Council, and the appropriate McGill authorities for ratification.

The program committees of the School include:

- The BSW Program Committee
- The QY-MSW/MSW Program Committee
- The MScA Couple & Family Therapy Program Committee
- The PhD Program Committee

➤ *Mandate*

Program committees provide a forum for discussion of the program courses, field placements, and curricula, recruitment, admissions, orientation, student advising, program evaluation and student consultation procedures.

➤ *Composition*

In consultation with each Program Director, the Director of the School of Social Work establishes the membership of the program committees at the beginning of the academic year and informs the Council of the list of members for that year. Membership includes faculty who teach in the program and are appointed by the Director of the School and one or more student representatives from the program elected by their respective student body. In addition, the committees may include the Director of Field Education and/or field coordinators, field supervisors, course lecturers or other external community representatives.

➤ *Procedures*

Program committees are chaired and convened by the Program Director. Program committees should meet at least twice in the fall term and twice in the winter term.

It is the responsibility of the Program Director to develop and circulate the draft agenda for each meeting at least five working days before the meeting.

Minutes are taken on a rotating basis by all faculty members of the committee. Agendas and minutes are shared with all members of the School Council and maintained by the School Director's office.

Unless otherwise specified by a Committee's respective Program Director, decisions are made on a consensus basis. If consensus cannot be achieved, a vote can be taken, requiring a two-thirds majority of those present.

3.2 Field Education Advisory Committee

A Field Education Advisory Committee composed of key stakeholders (students, field supervisors, field liaisons, instructors of integrative seminars) is under development. This committee will develop and review policies and guidelines related to field education in the BSW and QYMSW/MSW programs, and engage in strategic planning to examine new models of supervision, best practice supervisor/student exchanges, and develop and enhance relationships with partner field education sites.

3.3 Endowment, Gifts, Awards and Bursaries Committee

A committee that aims to oversee the use of endowed funds, gifts, bursaries and awards and sets guidelines and policies for their use is under development. Its responsibilities will include:

- Setting guidelines, priorities and conditions for the use of endowed funds and annual gifts, respecting the stipulations specific to these gifts;
- Overseeing use of endowed funds and annual gifts;
- Setting bursary and award policies and procedures within regulations and guidelines set for each award or bursary;
- Reviewing applications and nominations for student awards and bursaries;
- Thanking donors.

➤ *Composition*

The Endowment, Gifts, Awards and Bursaries Committee will be composed of at least three faculty members appointed by the Director and the appropriate administrative staff.

➤ *Procedures*

The Endowment, Gifts, Awards and Bursaries Committee meets at least twice in the fall term and twice in the Winter term to determine what funds are available and to review applications or nominations for funds. The Director and the Administrative Officer will provide an updated list of available funds and a report on the use of funds in the previous year.

Funding for graduate and postdoctoral students provided through GPS are administered by the PhD Program Director.

The Chair of the Endowment, Gifts, Awards and Bursaries Committee is responsible for setting meeting dates, developing and circulating an agenda prior to meetings, maintaining minutes and relevant documents, and presenting an annual report to the School Council. All faculty members of the committee are expected to assist with taking minutes, drafting documents, and reviewing proposals or applications.

3.4 Equity, Diversity, Decolonization, and Indigenization Initiative (EDDII) ⁷

The Equity, Diversity, Decolonization, and Indigenization Initiative (EDDII) is charged with:

- Rendering actionable the SSW Bylaws Equity, Diversity, and Inclusion statement (1.2.4);
- Operationalizing the structure by which responsibility for engagement in equity, diversity, and inclusion principles in the policy and practice of its governance structure by all SSW members is ensured;
- Development of the School's EDDII Strategic Plan;
- Facilitating and tracking implementation and revisions of the Strategic Plan;

⁷ Revised by Council vote, October 28 2020.

- Serve as a hub for the EDDII efforts to be infused through all other school committees and structures in accordance with article 1.2.4 of the SSW Bylaws;
- Any substantive changes to the EDDII Strategic Plan must be ratified by the School Council, not the EDDII members/participants.

➤ *Composition*

EDDII participation is open to all members of the School of Social Work (students, staff, course and field instructors, faculty, and alumni) with a minimum of 5 faculty members (liaison to the BSW & SWSA, MSW & SWAGS, MSCFT, PhD programs, and the EDDII lead [chair]) appointed by the Director if the positions are not filled voluntarily/by consensus. Student representation from each of the schools' programs (BSW, MSW, MSCFT, PhD) is encouraged. There is no maximum number of participants. Participation in EDDII activities or the implementation of the EDDII Strategic plan is not contingent upon EDDII membership.

➤ *Procedures*

The EDDII lead is chosen by member consensus; in lieu of consensus, the EDDII lead may be appointed by the School Director. The EDDII lead convenes the meetings and presents an annual report to the School Council at the last Council meeting of the academic year on the implementation of the EDDII Strategic Plan.

The EDDII meets twice monthly in the fall and winter terms and over the summer as needed.

It is the responsibility of the EDDII lead to develop and circulate the draft agenda for each meeting at least five working days before the meeting.

Minutes are taken on a rotating basis by all faculty members of the EDDII or the EDDII administrative support person. Agendas and minutes are shared with all members of the School Council and maintained by the School Director's office.

Unless otherwise specified, decisions are made on a consensus basis. If consensus cannot be achieved, a vote can be taken, requiring a two-thirds majority of those present at a given meeting.

3.5 Ad Hoc Committees

The School Council and/or the Director of the School may establish task-specific ad hoc committees. Such committees will be time-limited and should be established to function as working groups tasked with developing proposals to be presented to the Council for approval. The name, mandates, membership, procedures and timelines for such committees should be sent to members of the Council within two weeks of their establishment.

Approved by the School of Social Work Faculty, on September 6, 2019

Copy edited version, September 15, 2019

Minor revisions to Section 2.2.2. as per Council vote, November 13, 2019, to Section 2.3.3. as per Council vote, February 12, 2020, and to Section 2.3.5 and addition of Section 3.4 as per Council vote, October 28, 2020.

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Submitted for approval to the Faculty of Arts