

# BYLAWS OF THE GRADUATE COUNCIL (Revised 5/2/2005)

## ARTICLE I – Name

**Section 1. The Name.** The name of this assembly shall be the Graduate Council (henceforth referred to as the Council).

## ARTICLE II – Purpose

**Section 1. The Purpose of the Graduate Council.** As established in UNC Board Policy Manual (Manual), 2-3-107(3), the Council is a representative faculty council established to represent and act on behalf of the Graduate Faculty in the governance of graduate programs in the University of Northern Colorado (henceforth referred to as the University) so as to fulfill the duties assigned to it in 2-3-107(3)(e) of the Manual. The overall purpose of the Council shall be to study and recommend policy on matters regarding Graduate Faculty, graduate students, and graduate studies at the University.

**Section 2. Powers and Duties of the Council.** Provided that in the exercise of these powers all policy recommendations which could affect the University's compliance with accreditation or certification standards for teacher education programs are referred to the Professional Education Council for review, the Council shall have the power to:

- a. recommend policies governing graduate programs and requirements at the University;
- b. recommend policy pertaining to required standards for membership in the graduate faculty;
- c. recommend policies governing the transfer of graduate work from other institutions;
- d. recommend policies governing interdisciplinary or multidisciplinary graduate programs;
- e. recommend policies governing graduate program priorities, avoidance of program duplications, and reconciliation of program conflicts for the University;
- f. recommend policies, in consultation with affected academic units, for graduate program design, implementation, evaluation, modification, and decision-making; recommend policies for student admission, retention and exit requirements for graduate programs, including but not limited to admission standards, academic performance standards, school/college responsibilities, approval of graduation lists, and procedures for dealing with exceptions;
- g. recommend policy for graduate program review and evaluation;
- h. recommend procedures as necessary for the implementation of graduate policies;
- i. perform any other relevant duty assigned to it by the chair of the Council;
- j. adopt its rules of operation as the "Bylaws of the Graduate Council."

**Section 3. Relationship to the Faculty Senate.** The chair of the Council shall report to the Faculty Senate and shall submit a written summary of the Council's actions to the Faculty Senate each year before June 30. Each policy recommended by the Council shall be forwarded to the Senate for approval, and unless vetoed by the Senate within thirty (30) working days of its receipt by the Senate, which must include two regularly scheduled meetings of the Senate, shall be deemed to have been approved by the Senate. The Senate may not veto any proposed policy which is mandated by standards of accreditation or certification which the university has obtained or for which the University is a candidate.

**Section 4. Relationship to the Graduate School.** The Dean of the Graduate School shall provide staff and support services for the Council.

## ARTICLE III - Members

### Section 1. Voting Members.

*Subsection a.* The Council shall consist of one elected Graduate Faculty representative from each academic college; six (6) additional Graduate Faculty representatives distributed proportionally to the number of annualized graduate FTE students taught within the five respective academic colleges (the annualized graduate student FTE in each college shall be determined for the fiscal year in which the election occurs by the Vice-President for Academic Affairs. If through reapportionment a unit loses representation, the Faculty Senate shall declare vacant the most recently filled position of the school or college involved); and one to three graduate students who have been officially admitted to the Graduate School, selected by the Student Representative Council.

*Subsection b.* Members of the Graduate faculty in good standing only may be elected to the Council.

*Subsection c.* Voting members of the Council shall be elected by the Graduate Faculty of each college. The Faculty Senate Elections Committee shall conduct the elections during the Spring term of each academic year.

*Subsection d.* With the exception of Student Members, the term of office of voting Council members shall be three calendar years, beginning July 1 of the year elected, with one-third being elected each year.

*Subsection e.* In the case of a vacancy or resignation from the Council during the term, the Chair of the Council shall ask the Dean of the respective college to appoint a temporary substitute while a special election is held.

### Section 2. Student Members.

*Subsection a.* The Student membership of the Council is one to three graduate students who have been officially admitted to the Graduate School and selected by the Student Representative Council.

*Subsection b.* The Student member of the Council has voting rights in all matters pertaining to the Council, except regarding Graduate Faculty status.

*Subsection c.* The term of the Student members shall be one calendar year, starting July 1 of the elected year.

*Subsection d.* The function of the Student members of the Council shall be to present to the Council the perspectives, information items, action items, and recommendations of the University's graduate students.

### **Section 3. Ex-Officio Members.**

*Subsection a.* Ex-Officio members of the Graduate Council are advisory, non-voting members who represent areas of the University related to graduate education.

*Subsection b.* Ex-Officio members of the Council are the Dean of the Graduate School or his/her designee, Director of Sponsored Programs and Academic Research Center, a faculty librarian appointed by the Dean of the University Libraries, and any other person appointed by the Chair of the Council.

*Subsection c.* The term of Ex-Officio members shall be three years, except for that of the Dean of the Graduate School, who will serve on the Council on a permanent basis.

*Subsection d.* A majority vote of the Council shall be required to extend the term of or remove any other Ex-Officio members.

*Subsection e.* The term of Ex-Officio members shall begin on July 1 of the year appointed and expire June 30 of the third year, unless re-appointed.

*Subsection f.* In the case of a vacancy or resignation of an Ex-Officio member from the Council during the term, the Chair of the Council shall ask the Head of that member's administrative unit to appoint a replacement.

## ARTICLE IV-- Officers

**Section 1. The Officers.** The officers of the Council include a Chair of the Council, the Chair of the Program Review Committee, the Vice-Chair of the Program Review Committee, the Chair of the Standards Committee and the Vice-Chair of the Standards Committee. The Chair of the Standards Committee also serves as the Vice-Chair of the Council.

*Subsection a.* The newly elected Chair of the Council and Chairs of the Standing Committees shall have continuing terms as Council members of at least one year. The newly elected Vice-Chairs of the Standing Committees shall have continuing terms as Council members of two years.

**Section 2. Voting Procedures.** The Chair of the Council, the Chairs of the Standing Committees, and the Vice-Chairs of the Standing Committees shall be elected by voting members of the Council.

*Subsection a.* Nominations for Chair of the Council, Vice-Chair of the Standards Committee and Vice-Chair of the Program Review Committee shall be made at the April meeting of the Council each year. Nominations will remain open until the elections are held. Elections of these officers shall be conducted by secret ballot at the May meeting of the Council each year.

**Section 3. Term of Office.**

*Subsection a.* The officers shall assume office on July 1 of the year elected and remain in office until June 30 of the following year.

*Subsection b.* The Chair of the Council may be re-elected as Chair but may not serve for more than three consecutive years in this office.

*Subsection c.* The officers shall participate in the planning of the upcoming year during the Summer term prior to their officially taking office.

**Section 4. Duties of the Chair of the Council.**

The Chair of the Council shall perform the following duties (or delegate as appropriate)

- a) jointly with the other members of the Executive Committee, plan and publicize the schedule and agenda for the Council's meetings;
- b) open the meetings at the scheduled time by taking the chair and calling the members to order;
- c) ascertain that a quorum is present;
- d) announce the business before the assembly in the correct order,

- e) state and put to vote all motions in order, unless, in his/her opinion the wording is not clear enough to permit a statement of the motion;
- f) initiate general consent when appropriate;
- g) assign the floor to members by announcing their names;
- h) enforce all rules of debate;
- i) maintain order and decorum;
- j) respond to parliamentary inquiries, points of order, and any other motions that require his/her action;
- k) maintain his/her impartiality;
- l) maintain a sense of humor,
- m) try to alternate between pro and con when conducting debate on a motion;
- o) declare the assembly recessed or adjourned;
- p) facilitate the normal transaction of business;
- q) authenticate by his/her signature, when necessary, any documents relevant to the assembly;
- r) represent the assembly, declaring its will and obeying its command in all matters and regards;
- s) serve, as a voting member, at the Faculty Senate and the Academic Policies Committee.

**Section 5. Duties of the Chair of the Program Review Committee.** The Chair of the Program Review Committee shall chair the scheduled meetings of the Program Review Committee.

**Section 6. Duties of the Vice-Chair of the Program Review Committee.** The Vice-Chair of the Program Review Committee shall assist the Chair and assume the Chair's functions whenever the Chair is absent. The Vice-Chair shall serve one year as this officer and then shall assume the position of Chair of the Program Review Committee during the subsequent year.

**Section 7. Duties of the Chair of the Standards Committee.** The Chair of the Standards Committee shall chair the scheduled meetings of the Standards Committee and shall also serve as the Vice-Chair of the Council. As Vice-Chair of the Council this officer shall assist the Council Chair and assume the Chair's functions, as stipulated in Section 4 of the Article, whenever the Council Chair is absent.

**Section 8. Duties of the Vice-Chair of the Standards Committee.** The Vice-Chair of the Standards Committee shall assist the Chair and assume the Chair's functions whenever the Chair is absent. The Vice-Chair shall serve one year as this officer and then shall assume the position of Chair of the Standards Committee during the subsequent year.

## ARTICLE V -- Standing Committees

### Section 1. The Graduate Program Review Committee

*Subsection a.* In the April meeting of the Council, the Chair of the Council shall assign Council members (if possible, one from each College) to the Program Review Committee for the following year. These Council members shall not serve on the Standards Committee simultaneously.

*Subsection b.* The mission of the Graduate Program Review Committee is to preserve academic quality by reviewing program review documents.

*Subsection c.* The Graduate Program Review Committee's reviews and recommendations shall be brought to the Graduate Dean for final approval.

*Subsection d.* All members of the Graduate Program Review Committee, including Ex-Officio members, shall have the right to vote on matters pertaining to this committee.

*Subsection e.* The presence of a majority of the members shall constitute quorum for the transaction of business in this Committee.

### Section 2. The Standards Committee.

*Subsection a.* In the April meeting of the Council, the Chair of the Council shall assign Council members (if possible, one from each College) to the Standards Committee for the following year. These Council members shall not serve on the Program Review Committee simultaneously.

*Subsection b.* The mission of the Standards Committee is to review applications for membership to the Graduate Faculty, admissions requirements, and other policies/procedures pertaining to competency and performance standards for graduate students and Graduate Faculty.

*Subsection c.* The Standards Committee's reviews and recommendations shall be brought to the Council for final approval.

*Subsection d.* All members of the Standards Committee, including Ex-Officio members, shall have the right to vote on matters pertaining to this Committee.

*Subsection e.* The presence of a majority of the members shall constitute quorum for the transaction of business in this Committee.

### **Section 3. The Executive Committee.**

*Subsection a.* The Executive Committee consists of the Chair of the Council the Chairs of the Standing Committees, the Vice-Chairs of the Standing Committees, the Graduate Dean, and other staff members of the Graduate School whom the Council Chair may deem appropriate.

*Subsection b.* The Executive Committee shall be chaired by the Chair of the Council.

*Subsection c.* The Executive Committee shall: a) develop the agenda for the Council; b) deal with issues that arise between Council meetings; c) have the power to call special Council meetings; d) have power to act on behalf of the Council during the Summer session on matters which, under special circumstances, require immediate action and neither the Council nor one of its Standing Committees could address at the time; e) recommend to the Graduate Dean the nominees for the Graduate Dean's Citation Awards.

## **ARTICLE VI-- Meetings**

**Section 1. Council Meetings.** The Council shall ordinarily meet on the third Thursday of every month during the academic year, as permitted by the academic calendar.

*Subsection a.* At its first meeting in the Fall, the Council Chair shall present a yearly schedule of meetings.

### **Section 2. Meetings of the Standing Committees.**

*Subsection a.* The Program Review and the Standards Committees shall ordinarily meet on the first Thursday of every month during the academic year, as permitted by the academic calendar.

*Subsection b.* The Chairs of the Program Review and the Standards Committees shall establish the meeting times and the agenda of their respective committee.

### **Section 3. Special Meetings.**

*Subsection a.* Special meetings of the Council and or the Standing Committees may be called at anytime by the Council's Chair. The Vice-Chair may call for special meetings in the absence of the Chair.

*Subsection b.* The Chairs of the Program Review and the Standards Committees may call for special meetings of their respective Committees as needed.

*Subsection c.* The Executive Committee may call for special Council meetings as needed.

*Subsection d.* Those calling for a special meeting shall give notice, including the items of business to be considered at the meeting, at least five working days in advance, and shall be responsible for fixing a reasonable time and place for holding it

**Section 4. Quorum.**

*Subsection a.* In all meetings of the Council, Standing Committees, Executive Committee, and all other committees within the Council, the presence of a majority of voting members shall constitute a quorum for the transaction of business.

*Subsection b.* If a quorum cannot be reached, the committee Chair or whoever is representing him/'her at that meeting shall postpone the meeting until a time when a majority of the members may be able to attend.

*Subsection c.* Mail, written, or proxy vote shall be an acceptable way of conducting business. Mail, written, and proxy votes shall be submitted to the Council's Recording Secretary prior to the vote.

**ARTICLE VII -- Parliamentary and Decision Making Procedures**

**Section 1. Parliamentary Procedures.** Robert's Rules of Order shall be followed.

**Section 2. Order of Action.**

*Subsection a.* The established agenda shall be followed.

*Subsection b.* Any member of the Council may bring an item before the assembly.

*Subsection c.* To be considered actions, all items must be voted upon and approved by the Council.

*Subsection d.* The Standing Committees of the Council may, through their respective Chairs, bring action items to the Council for discussion and approval.

**Section 3. Record Keeping.** The Council and other Committees within the Council shall keep regular minutes and records of their proceedings.

*Subsection a.* The Graduate Dean shall provide a Recording Secretary to the Council.

*Subsection b.* The Council's Recording Secretary shall record and keep accurate minutes of the Council's meetings. He or she will also keep files with all documents pertinent to the Council.

*Subsection c.* Each Standing Committee shall keep accurate records of its action items.

*Subsection d.* Copies of all Council actions and recommendations shall be forwarded to the Faculty Senate and the Graduate Dean by the Council's Secretary. Each action shall be clearly labeled either as "For Your Action" or "For Your Information."

### **ARTICLE VIII --Amendment Procedures**

**Section 1. Amendment Procedures.** These bylaws may be amended at any regular or special meeting of the Council by a two-thirds vote, provided that previous notice of the proposed change was given to all members at least five working days in advance.

*Subsection a.* In the event of conflict between the procedure for amending the bylaws and the rules governing the motion to amend something previously adopted, the former shall take priority.

### **ARTICLE IX -- Disciplinary Action and Appeals**

**Section 1. Disciplinary Action.** When disciplinary action is called for, the Council Chair shall apply it according to Robert's Rules of Order.

**Section 2. Internal Appeals.** The Council's internal decisions and actions (e.g., elections) may be appealed by the voting members of the assembly. Appeals shall proceed according to Robert's Rules of Order.

**Section 3. External Appeals.** The decisions and actions of the Council with regards to Graduate Faculty standards and/or curriculum matters may be appealed by the affected parties. In those cases, the appeals shall be addressed to the appropriate parliamentary or administrative bodies or persons (e.g., the Academic Policies Committee of the Faculty Senate, the Graduate Dean).