

**ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES
CONSTITUTION OF THE COUNCIL
(Revised – October 12, 2021 with Senate approval)**

1. FUNCTIONS

The functions of Academic Council shall be to ensure standards across all graduate program by considering all policies concerning graduate studies, approving regulation changes in calendar language and all courses and program of study pertaining to graduate studies, recommending to Senate the award of graduate degrees, receiving reports of decisions approved by Council committees, and discussing and making recommendations on any other matters affecting graduate studies. Where required, recommendations from Council shall be forwarded to Senate.

2. MEMBERSHIP

a. The Academic Council shall consist of *ex-officio* members, representatives of faculties and schools, and student members. All of these shall have an equal right to speak and to vote in Council.

b. The *ex-officio* members shall be the

Vice-President (Academic)

Vice-President (Research)

Associate Vice-President (Academic) and Dean, Graduate Studies

Associate Dean of Graduate Studies

Director, Graduate Enrolment Services, School of Graduate Studies

Associate Vice-President (Academic), Students or delegate

University Librarian

The Registrar or delegate

Executive Director of External Affairs, Graduate Students' Union

c. Representatives to Council from faculties and schools:

3 representatives from each of the constituencies of Education, Science, Humanities and Social Sciences, Business Administration

2 representatives from each of the constituencies of Engineering & Applied Science, Medicine, Social Work

1 representative from each of the constituencies of Nursing, Fisheries & Marine Institute, Music, Human Kinetics and Recreation, Pharmacy, Science and Environment (Grenfell Campus), Arts and Social Science (Grenfell Campus), Fine Arts (Grenfell Campus), and School of Arctic & Sub-Arctic Studies (Labrador Institute).

d. Graduate student representatives shall be 6 in number.

3. SELECTION OF REPRESENTATIVES

a. Members shall be selected by election or appointment as decided by faculties and schools by means they choose individually. The term of office shall be one year beginning September 1.

- b. Selection of faculty members of the Council shall be completed not later than March 31st of each year.
- c. Selection of student members of the Academic Council shall be decided by the Graduate Students' Union.

4. **MEETINGS**

- a. The Academic Council shall normally meet at least once each month in the period from September to May. Additional meetings may be called by the Council Chair as required.
- b. A quorum shall consist of a simple majority of the membership of the Academic Council.

5. **OFFICERS**

The Officers of the Council shall be the Associate Vice-President (Academic) and Dean, Graduate Studies who shall be Chair, Associate Dean of Graduate Studies who will be Vice-Chair, and a Secretary elected from and by members of the Council.

6. **COMMITTEES**

The Council shall have the right to establish committees and to delegate to those committees whatever functions it will.

7. **BY-LAWS**

The Academic Council shall have the right to draw up by-laws governing its procedures and those of its committees. Such by-laws may be amended by a simple majority of Council members present and voting, provided that a notice of motion to introduce, amend, or delete a by-law has been submitted in writing and circulated to all Council members not less than 14 days before the meeting of the Council at which the motion is to be presented.

8. **AMENDMENTS TO THE CONSTITUTION**

Recommendations to the Senate for amendments to this Constitution may be made by the Council if approved by two-thirds of Council members present and voting, provided that a notice of the proposed amendment has been given at the previous regular meeting of the Academic Council, and that the proposed amendment has been submitted in writing and circulated to all Council members not less than 21 days before the Council meeting at which the motion is to be presented.