

## **Graduate Council By-Laws and Guidelines**

### **I. Statement of Purpose**

The Graduate Council is the legislative body responsible for academic policies, curricula and other matters relating to the instructional program above the undergraduate level. In carrying out this charge, the Graduate Council transacts the business that has to do with graduate education, including oversight, direction and approval of the program.

### **II. Responsibilities and Duties**

The basic responsibilities of the Graduate Council are:

- A. To initiate and recommend policies and procedures for the administration of the graduate programs on matters relating to the recruitment, admissions, retention, curricular requirements, residence, research papers and theses, advanced standing, examinations and graduation;
- B. To recommend the addition, deletion or modification of graduate curricula and programs;
- C. To carry on a continuous evaluation of the graduate programs and to recommend appropriate revisions and improvements;
- D. To conduct studies and make recommendations on matters referred to the Council by the University Senate;
- E. To approve applications for candidacy and all graduate candidates for degrees; and
- F. To review and recommend policies and procedures on matters concerning the establishment of qualifications for graduate assistants.

### **III. Membership**

The membership of the Graduate Council shall consist of:

- A. One representative from each degree-granting graduate program
- B. One representative from Pickler Memorial Library professional staff
- C. Dean of Graduate Studies (ex-officio, voting)
- D. Two graduate students, non-voting
- E. One non-voting member from each inactive graduate program

### **IV. Procedures**

- A. Regular meetings are held on the third Wednesday of each month during Fall and Spring semesters. With a minimum prior notice of one calendar week, additional meetings may be called by the Chair.
- B. In order to conduct official Council business, a quorum (i.e., one more than half the Council membership) must be present. The quorum may include 1) appointed or elected members, 2) alternates, 3) and properly designated substitutes.
- C. Representatives to the Graduate Council and alternates will be selected by the end of March and installed during the last meeting of the Spring semester in April. The term of membership shall be for one year from the first regularly scheduled meeting in the Fall semester to the last regularly scheduled meeting in the Spring semester.
- D. If the representative and alternate are both unavailable, the appropriate department chair or equivalent will appoint a temporary representative for no more than 30 days.

- E. Graduate Council members (representatives and alternates) may be recalled by a two-thirds majority vote of the group that elected the member.
- F. Officers of the Graduate council include a Chair and Vice Chair, elected by simple majority of voting members for one-year terms during the last meeting of the Spring semester. Only representatives from each degree-granting graduate program are eligible to hold officer positions.
- G. Officers can be recalled by two-thirds majority vote of voting members at any meeting of the Graduate Council in which a quorum is present.
- H. The substance and order of business for a Council meeting is normally determined by a published agenda. Items for the agenda shall normally be submitted to the Chair seven days prior to the scheduled meeting and to the Council membership three days prior to the scheduled meeting. Exceptions (i.e., the considering of emergency matters failing to meet the notification requirements) necessitate a favorable majority vote of the quorum present.
- I. The meetings shall be conducted by the Chair in a manner consistent with Robert's Rules of Order, Revised. Should the Chair and Vice Chair be absent, he or she shall designate a member of the Council to act as substitute.
- J. Normal Council action shall be resolved by a majority vote of those voting members present. Such determinations shall then be reported to the Faculty Senate for consideration. Draft minutes will be distributed within one week following each meeting.
- K. A change in any procedure of the by-laws and Guidelines of the Graduate Council will be put into effect after proper notification and after a positive two-thirds majority vote of the voting members present and a simple majority approval of the Faculty Senate. Such change will be effective at the next meeting following the enactment.
- L. The Council shall have the authority to establish any necessary ad hoc committees. Membership of the committee may come from the total university graduate faculty.