

Constitution of the School of Arts and Social Science Academic Council, Grenfell Campus

I. FUNCTION

The Academic Council of the School of Arts and Social Science (“SASS” or the “School”) includes faculty, staff, and students from Arts, Social Science, and Business. The function of the Academic Council of the School shall be to approve, for recommendation to the Senate, all regulations, courses and programs of study of SASS, and to discuss and make recommendations upon any other academic matter affecting the School.

II. MEMBERSHIP

The voting membership of the Academic Council shall be

- A. The Dean of the School and all full-time faculty members in the School;
- B. The President, the Vice-President (Academic) and Provost, the Vice-President (Grenfell Campus), all Associate Vice-Presidents (Grenfell Campus), the Grenfell Registrar, or their delegates;
- C. One representative from amongst those persons teaching at least one semester course at Grenfell as appointed in a manner determined by that group;
- D. Two student representatives from the School to be appointed by the Grenfell Campus Student Union. The tenure of office for the student delegates shall be one year and a delegate is eligible for re-appointment for a one-year term;
- E. One instructional staff representative from the School to be appointed in a manner determined by that group;
- F. The Grenfell Program Coordinator of English as a Second Language;
- G. Others whom the Academic Council may decide to admit.

The non-voting membership of the Academic Council shall be

- H. One representative from each of the School of Fine Arts, the School of Science and the Environment, and the Western Regional School of Nursing, to be appointed by their respective Academic Councils;

- I. The Grenfell Associate University Librarian or delegate;
- J. The Directors of the Grenfell Office of Engagement, Marketing and Communications, Student Services and Retention, and Information Technology Services, or their delegates;
- K. The Chair may accord individuals observer status on the recommendation of Council. Observers have neither voice nor vote, but may speak by leave of Council.

III. COMMITTEES

- A. The Academic Council shall establish such standing committees as it deems appropriate. It shall also determine the terms of reference of such standing committees.
- B. The Academic Council shall have the power to establish ad hoc committees and to delegate to these committees whatever functions it deems appropriate.
- C. In the event that other academic councils invite representatives from SASS to attend their meetings, those representatives shall be chosen annually by election.

IV. OFFICERS

The officers of the Academic Council shall be the Dean of SASS as Chair, an elected Vice-Chair, and an elected Secretary. Elections shall take place annually at the first regular September meeting.

V. MEETINGS

Meetings of the Academic Council shall be held as stated in the By-laws.

The quorum of the Academic Council shall be 40% of the membership. For the purpose of calculating quorum, membership includes those people described in II (A), (B), (C), (D), (E), (F), and (G) who are not on leave. Meetings may be attended by audio or video conference.

VI. BY-LAWS

By-laws may be introduced and amended only at a regular meeting of the Academic Council by a two-thirds majority of those present and voting, providing that the proposed by-law or amendment has been submitted in writing and circulated to all members not less than fourteen days prior to the meeting.

VII. AMENDMENTS TO THE CONSTITUTION

Recommendations for amendments to the Constitution shall be by two-thirds majority of those present and voting, providing that notice of the proposed amendment has been given at the previous meeting of the Academic Council and that the proposed amendment has been submitted in writing and circulated to all members not less than twenty-one days prior to the meeting of the Academic Council. Changes in the Constitution require approval by the Senate and by the Board of Regents before they take effect.