

BY-LAWS OF THE ACADEMIC COUNCIL SCHOOL OF FINE ARTS

1. MEETINGS

- 1.1. The Academic Council shall ordinarily meet at least six times each academic year on a schedule that assures that the necessary business of the School be completed in a timely manner.
- 1.2. Special meetings may be called by the Dean, or upon petition in writing of at least five members of the Council. Notice and Agenda for a special meeting must be circulated at least four days in advance of the meeting.
- 1.3. The office of the Dean shall be responsible for the preparation and circulation of the Agenda for all meetings at least four days in advance of the meeting.
- 1.4. Joint meetings of the Academic Council may be held with any of the Councils of other Schools of the Campus, when deemed desirable by the officers of the Academic Council of the School of Fine Arts and the appropriate officials of the other School.
- 1.5. The first meeting of the academic year shall be designated as the meeting for election of members to Standing Committees.

2. STANDING COMMITTEES

- 2.1. Nominating Committee
- 2.2. There shall be a Standing Nominating Committee, charged with the responsibility of preparing lists of nominees for all elective offices and standing committees of the Academic Council as well as lists of nominees to serve as representatives of Council on such University bodies as require School of Fine Arts representation in other than an ex officio capacity.
- 2.3. The Nominating Committee shall consist of two members of Council...
- 2.4. The Nominating Committee shall ask members of the Academic Council for nominees to standing committees at least one month before presenting nominations to the Council. Members of Council may nominate themselves or other Council members for seats on specific standing committees.
- 2.5. The written consent of all nominees for committee positions, including those nominated from the floor, shall be secured before their names shall be put forward.
- 2.6. The Nominating committee shall circulate its list of nominees for committees to all members of the Academic Council at least one week before the meeting of Council at which they are to be presented.
- 2.7. Election to all standing committees shall be by secret ballot. A simple count of the votes shall determine the results.
- 2.8. Members of all standing committees who are elected by Academic Council shall serve for a term of two consecutive years.
- 2.9. Vacancies on committees shall be announced to members of the Council as they occur, be entered in the Minutes, and dealt with in the same manner as original nominations, except that the Nominating Officer shall ask members of the Council for nominations at least two weeks before presenting nominations in Council.
- 2.10. *Ex Officio* members of all Standing Committees of council have voting privileges.
- 2.11. Chairs of all Standing Committee do not vote, except in the event of a tie vote, in which case the Chair shall cast the deciding vote.
- 2.12. The Dean of the School shall be an ex officio member of all standing committees, except the Nominating Committee, and in the case of the Committee on Student Admissions and the Committee on Strategic and Academic Planning the Dean shall be the Chair.

- 2.13. Special committees and ad hoc committees may be appointed by the Academic Council and/or the Dean from time to time as may be deemed desirable or necessary.
3. Committee on Academic Studies
 - 3.1. The Committee on Academic Studies is charged with such functions as are assigned to it by the Academic Council through University regulations, and with the approval for recommendation to the Council of all changes in student admission requirements, course offerings and programmes, as well as new or amended academic regulations governing the School of Fine Arts. Within the policies established by the Council, the Committee shall function jointly with the Registrar as the principal executive, advisory and appellate body. The Committee shall be responsible for developing adequate liaison with the Academic Studies Committees of other Councils and of the Senate.
 - 3.2. The membership of the Committee on Academic Studies shall be four faculty members elected by the Academic Council, the Dean of the School of Fine Arts (ex officio), the Registrar or delegate (ex officio), and one full-time BFA degree student beyond the fourth semester, on the recommendation of the GCSU,.
 - 3.3. Quorum for the Committee on Academic Studies shall be a minimum of four members of the committee.
4. Committee on Student Admissions
 - 4.1. The Committee on Student Admissions is charged with the responsibility of recommending to the Registrar suitable candidates for admission to the BFA degree programme in accordance with admission policies and requirements as established by the Academic Council.
 - 4.2. The membership of the Committee on Student Admissions shall be the Dean of the School of Fine Arts as Chair, and one faculty representative from both programs of the School (grad studies?) to be elected by the Academic Council.
 - 4.3. Quorum is all members of the committee.
5. Committee on Strategic and Academic Planning
 - 5.1. 2.5.1 The Committee on Strategic and Academic Planning shall facilitate the development and implementation of both a Strategic and an Academic Plan for the School of Fine Arts
 - 5.2. The Committee on Academic Planning shall receive proposals for new academic programs and evaluate these for alignment with the School of Fine Arts Strategic Plan as well as the Grenfell Campus Strategic Plan. Programs approved in principle by the Committee will be submitted to the School of Fine Arts Academic Council for further consideration.
 - 5.3. The Committee on Academic Planning shall consist of the Dean of the School of Fine Arts as Chair , Associate University Librarian (ex officio), one student representative, and three members of the School of Fine Arts Academic Council.
 - 5.4. Quorum is four members of the committee.