

SCHOOL OF CONTINUING EDUCATION COUNCIL
Approved Bylaws Oct 30, 2023

1.0 Rationale

1.1 These Bylaws have been prepared to provide structure and set out the rules for the proceedings of the School of Continuing Education Council (“School Council”). The School Council is a standing committee of the General Faculties Council (GFC).

2.0 Definitions

2.1 Academic Staff: Refers to employees of MacEwan University who have been designated as academic staff by the Board of Governors (GFC Bylaws section 3.0).

2.2 Academic Unit: A department or equivalent entity.

2.3 Ad Hoc Committee: A committee established for a limited time frame to deal with a specific task or issue that will have formal status (including Terms of Reference) and that reports and makes recommendations to the School of Continuing Education Council.

2.4 Bylaws: Sometimes referred to as constitution, is a set of rules governing the operations of the School of Continuing Education Council and its committees.

2.5 Ex-Officio Member: A member who holds membership by virtue of his or her office or position. Ex-officio members are afforded the same rights as other members, unless specifically stated in these Bylaws (such as whether the ex-officio member is voting or non-voting).

2.6 Non-Voting Member: A member who participates fully in the activities of the School Council, but who does not have the right to vote.

2.7 Ordinary Resolution: A resolution that is required to be passed by a majority of the voting members present at a meeting of the School Council.

2.8 Professional Resource Faculty: Counsellors, Librarians, Nursing Laboratory Resource Professional, Writing and Learning Consultants, and Learning Specialists.

2.9 Quorum: The number or percentage of voting members required to be present to conduct a meeting.

2.10 School of Continuing Education Council: The senior academic and administrative governance body of the School of Continuing Education.

2.11 Special Resolution: A resolution that is required to be passed by two-thirds of the voting members present at a meeting of the School Council or through electronic voting. Notification of a Special Resolution must be submitted to the Executive Committee at least 21 calendar days, in advance of the meeting at which the vote on the Special Resolution will be held.

2.12 Standing Committee: a committee with formal status, unlimited lifespan, and a fixed cycle of membership change and renewal that reports regularly in writing to the School Council.

2.13 Support/ Supervisory Staff: Includes members of the MacEwan Staff Association (MSA) and Out of Scope (OOS).

3.0 Purpose

3.1 The School of Continuing Education Council is the senior academic and administrative governance body of the School of Continuing Education. The purpose of the School Council is primarily to foster discussion, share information, approve recommendations from its committees, and make recommendations related to the School of Continuing Education.

3.2 The decisions and recommendations of the School Council shall be consistent with the philosophies of a learner-centered education, academic excellence, and a participatory decision-making organizational culture.

3.3 In pursuing its purpose and in all its activities, the School Council shall promote inclusion, diversity, and equity.

4.0 Functions/ Responsibilities

4.1 The functions and responsibilities of the School Council include:

- 4.1.1 Providing a forum for discussion of School of Continuing Education matters.
- 4.1.2 Approval of new certificates, credit courses, and ministry approved courses offered by the School.
- 4.1.3 Establishing and approving committees that support academic standards, integrity, policies, and programs, as well as innovation in the School of Continuing Education.
- 4.1.4 Approving strategic plans for the School of Continuing Education.
- 4.1.5 Recommending the discontinuation of certificate programs and courses within the School of Continuing Education.
- 4.1.6 Providing advice to the Dean including, but not limited to, the following: (a) financial priorities and plans, (b) operational priorities and plans, (c) strategic planning initiatives, and (d) other academic matters.
- 4.1.7 Providing a forum for the School of Continuing Education to discuss issues of interest to the School and the community in which it operates.
- 4.1.8 Communicating its activities and decisions to members of the University community.
- 4.1.9 Receiving, reviewing, and responding to certificate program evaluations.
- 4.1.10 Approving recommendations from its committees regarding academic issues within the School.

5.0 Membership

5.1 The School of Continuing Education Council is composed of the following voting members:

- 5.1.1 Dean
- 5.1.2 Associate Dean
- 5.1.3 Senior Management Staff
- 5.1.4 School of Continuing Education Members:
 - a. All probationary, continuing, and full-time limited-term academic staff.
 - b. Three (3) Sessional staff elected by the sessional instructor group to serve a 2-year term.
 - c. Representation from program and service units in the School of Continuing Education elected by MSA members to serve a 2-year term.
 - d. Two (2) Academic Advisors appointed by the Dean.

Within the School of Continuing Education, the number of voting members from faculty will always exceed the number of voting administrative and support staff on the annual membership list by at least 2 members. The membership list for the academic year will be based on

employment status as of September 1 of each year. Terms will alternate. Elections for vacant positions will be held in September.

5.1.5 One Librarian or other Professional Resource Faculty, elected as determined by the School Council

5.1.6 Two student members studying in programs offered by the School of Continuing Education and selected by the Students' Association of MacEwan University or recommended by the Dean's Office. Each student member will serve for the balance of the academic year in which each is selected.

5.2 Non-voting *Ex-officio* Members

5.2.1 President

5.2.2 Provost and Vice President Academic

5.2.3 Dean of Libraries or designate

5.2.4 University Registrar, or designate

5.2.5 The Deans of all other Schools and Faculties

5.2.6 The Director, Indigenous Initiatives, kihew waciston Indigenous Centre.

5.3 In the event of a vacancy in any of the elected positions of the School Council or its committees, the Executive Committee will identify candidates for the position and nominate them for election as determined by the School Council. The Executive may leave the positions vacant until the next election cycle.

6.0 Chair and Vice-Chair

6.1 The Dean will Chair the School Council.

6.2 The Duties of the Chair include:

6.2.1 Ensuring that the agenda is prepared and distributed;

6.2.2 Presiding over all meetings of the School Council;

6.2.3 Representing the School Council and acting as liaison with the General Faculties Council and other Faculty/ School Councils.

6.3 The Vice-Chair of the School Council will be elected from the continuing academic staff members of the School Council for a two-year term. The Vice-Chair may serve up to two continuous terms.

6.4 The Vice-Chair shall fulfill the duties of the Chair in the Chair's absence and shall assist the Chair in the performance of his/ her duties.

7.0 Meetings of School of Continuing Education Council

7.1 Meeting protocols will be guided by Robert's Rules of Order, except where otherwise provided for in the Bylaws.

7.2 The School Council shall meet at least three (3) times per year, normally once per term in the Fall, Winter, and Spring/ Summer sessions.

7.3 Notice of meetings, agendas, and associated materials shall be sent to members at least seven (7) days in advance of meetings unless earlier notice is required (e.g., Special Resolutions).

7.4 Meetings will be called by the Chair. In exceptional circumstances, a special meeting may be called if: a) the Chair considers a matter to be of sufficient urgency; or b) a meeting is requested by one-third of the voting membership of the School Council.

7.5 Quorum for School Council shall be one-third of the number of voting members of the members entitled to vote as of September 1 of each year, provided at least 50% present are faculty.

7.6 Meetings of School Council may be held in person or online. A voting member may participate in a meeting of the School Council by means of telephone, videoconference, or other means of communication that permits all persons participating in the meeting to hear each other. A member so participating is considered to be present at the meeting.

7.7 Motions are carried by a simple majority of voting members present and voting. Special Resolution motions are carried by two-thirds majority of voting members present and voting.

7.8 Meetings of School Council shall normally be open to the University. When a matter deemed confidential by the School Council is to be considered, the part of the meeting concerning the confidential matter may be held *in-camera*. Material distributed to members for *in-camera* portions of meetings shall remain confidential. In all instances, discussions at meetings will be consistent with the Alberta Freedom of Information and Protection of Privacy Act.

7.9 The Chair may recognize non-members on any matter of business.

7.10 Minutes of School Council meetings shall be recorded and distributed to members and filed with the General Faculties Council Secretariat as information. Minutes of open meetings shall be available to the University.

8.0 Committees of the School of Continuing Education Council

8.1 The following standing committees will be established:

8.1.1 Executive Committee

8.1.2 Program and Curriculum Committee

8.1.3 Professional Development Committee

8.2 The School Council may strike other standing committees and ad hoc committees as needed to conduct its business.

8.3 The Terms of Reference of all committees, including membership, mandate, and meeting procedures, shall be determined by the School Council.

8.4 Committees of the School Council are accountable to the School Council. Committees shall report regularly to the School Council.

8.5 Committees of the School Council shall in general follow the same meeting procedures as the School Council.

9.0 Departmental Councils

Departmental Councils will submit their terms of reference for approval by School Council. The Chair of the Council will report at School Council meetings.

10. Review of School of Continuing Education Council Bylaws

10.1 The School Council Bylaws, including the composition of the School of Continuing Education Council, shall be reviewed every five (5) years.

10.2 Notwithstanding 10.1, the School Council may initiate a review of the Bylaws at any time by Ordinary Resolution.

10.3 Amendments to these Bylaws require a Special Resolution.

10.4 Following approval by the School Council, amendments to the Bylaws are subject to approval by special resolution of the General Faculties Council.

Approved by Academic Governance Council

October 30, 2023 Approved by General Faculties Council (motion GFC #04-11-06-2023/24)

October 20, 2015 (motion AGC-11-10-20-2015), effective October 21, 2015