

BYLAWS

School of Business Council

1 Policy Statement

- 1.1 These Bylaws have been prepared to provide structure and set out the rules for the proceedings of the School of Business Council (School Council).

2 Purpose

- 2.1 The School of Business Council is the senior academic governance body of the School of Business. The purpose of School Council is primarily to foster discussion, share information, approve recommendations from its committees, and make recommendations related to the School of Business to Academic Governance Council (AGC). The decisions and recommendations of the School Council shall be consistent with the philosophies of a learner-centred education, academic excellence, and a participatory decision-making organizational culture.
- 2.2 School Council is committed to the approved Mission, Vision and strategic plans of the School of Business, as well as core values of putting students first, academic freedom, advancing and sharing knowledge, excellence, integrity, inclusion, mutual respect, equity, accountability, transparency, and the public interest.
- 2.3 In the event of a conflict between these Bylaws and the Bylaws of AGC or the *Post-secondary Learning Act*, or other statute, then the Bylaws of AGC or the *Post-secondary Learning Act* or other statute shall prevail.
- 2.4 In pursuing its purposes and in all of its activities, School Council shall promote inclusion, diversity, and equity in its committees, task forces, teams, and other groups.

3 Definitions

- 3.1 **Academic Governance Council (AGC):** is the senior academic governance body at MacEwan University. It is responsible for academic standards, integrity, policies and programs, as well as scholarship, research and creative activity at the University.
- 3.2 **Academic Staff:** Employees of MacEwan University whose primary assignment is instruction and/or engagement with academic programming (B3000: AGC Bylaws, 3.0). This includes the Dean and Associate Deans. For the duration of the Collective Agreement, includes at least the following: Instructors and Professorial Ranks, Faculty/ School Advisors, Professional Resource Faculty Members (i.e. Librarians, Learning Specialists).
- 3.3 **Ad Hoc Committee:** A committee established for a limited period to deal with a specific task or issue that will have formal status (including Terms of Reference) and that reports and makes recommendations to School Council.
- 3.4 **Bylaws:** Sometimes referred to as a constitution, are a set of rules governing the operations of School Council and its committees.
- 3.5 **Consent Agenda:** means an agenda of routine, informational, non-controversial, and/or non-substantive matters brought before School Council, as part of its regular agenda, for approval through a single motion.
- 3.6 **Department Council:** The senior academic governance body of a department of

the School of Business.

- 3.7 **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).
- 3.8 **Non-Voting Member:** A member who participates fully in the activities of School Council but who does not have the right to vote.
- 3.9 **Ordinary Resolution:** A resolution that is required to be passed by a majority of the voting members present at a meeting of School Council.
- 3.10 **Professional Resource Faculty Members:** Counsellors, Learning Specialists, Librarians, Nursing Laboratory Resource Professionals, and Writing and Learning Consultants (Collective Agreement, 2017-19).
- 3.11 **Quorum:** The number or percentage of voting members required to be present to conduct a meeting.
- 3.12 **Special Meeting:** A special meeting is convened to consider one or more items of business specified in the call of the meeting and may be called on short notice.
- 3.13 **Special Resolution:** A resolution that is required to be passed by two-thirds of the voting members present at a meeting of School Council. Notification of a Special Resolution must be submitted to the Executive Committee at least 21 calendar days, and distributed to members of School Council at least 14 calendar days, in advance of the meeting at which the vote on the Special Resolution will be held.
- 3.14 **Standing Committee:** A committee with formal status, unlimited lifespan, and a fixed cycle of membership change and renewal that reports regularly in writing to School Council.
- 3.15 **Support/Supervisory Staff:** Employees of MacEwan University who are designated as Support/Supervisory Staff (Policy B3000: AGC Bylaws, 3.0.)

4 Functions of School Council

- 4.1 The functions and responsibilities of School Council include:
 - 4.1.1 General
 - 4.1.1.1 Providing a forum for discussion of academic matters.
 - 4.1.1.2 Approving recommendations from its committees regarding academic issues within the School of Business.
 - 4.1.1.3 Making recommendations to AGC and/ or other appropriate bodies in relation to all matters that may have an impact on the School, including, but not limited to, academic integrity and the integrity of research and scholarship in the School of Business.
 - 4.1.1.4 Providing a forum for the School of Business to discuss issues of interest to the School of Business and the community in which it operates.
 - 4.1.1.5 Considering every matter appropriately submitted and providing notice of its recommendation or action on such matters to the person submitting the matter and to any other interested academic body.
 - 4.1.1.6 Communicating School Council activities and decisions to members of the MacEwan University community.
 - 4.1.2 Programs
 - 4.1.2.1 Recommending to AGC new certificate, diploma, and degree programs

- in the School.
- 4.1.2.2 Recommending to AGC major program changes, providing rationale.
- 4.1.2.3 Receiving, reviewing, and responding to program evaluations.
- 4.1.2.4 Recommending to AGC program closures within the School of Business, supported by documentation and in accordance with the terms of the Board of Governors’/ Grant MacEwan University Faculty Association Collective Agreement.
- 4.1.3 Students
 - 4.1.3.1 Recommending to AGC and/ or other appropriate bodies:
 - 4.1.3.1.1 The admission of persons to all programs of study in the School of Business;
 - 4.1.3.1.2 The withdrawal, continuation, or reinstatement of persons to all programs of study offered by the School of Business; and
 - 4.1.3.1.3 The student code of conduct, including academic discipline, non- academic discipline, and student appeals in the School of Business.
 - 4.1.3.2 Recommending to AGC the granting of all academic credentials originating in the School of Business.
 - 4.1.3.3 Recommending to AGC the rules and regulations respecting academic awards originating in the School of Business.
- 4.1.4 Administrative
 - 4.1.4.1 Establishing and approving committees that support academic standards, integrity, policies, and programs, as well as scholarship, research, and creative activity in the School of Business.
 - 4.1.4.2 Approving academic, research, and student services plans for the School of Business.
 - 4.1.4.3 Providing advice to the Dean respecting, but not limited to, the following:
 - 4.1.4.3.1 Financial priorities and plans;
 - 4.1.4.3.2 Technological priorities and plans; and
 - 4.1.4.3.3 Strategic planning initiatives.
 - 4.1.4.4 Submitting names of suggested honorary degree recipients to the appropriate committee or recommendation body.

5 Membership of School Council

- 5.1 School of Business Council is composed of the following voting members:
 - 5.1.1 Dean of the School of Business;
 - 5.1.2 Associate Dean(s) of the School of Business;
 - 5.1.3 All Tenured Members, Tenure-Track Members, Full-Time Limited-Term Academic Staff, and Professional Resource Faculty Members, of the School of Business;
 - 5.1.4 Four Sessional Instructors, elected by Sessional Instructors, as determined by School Council.
- The Chair of Executive Committee will issue a call for nominations to Sessional Instructors, requesting the submission of completed nomination forms and brief biographical information that will assist voters in making their selection. If more than four nominations are received, then an election by Sessional Instructors

would be conducted. Sessional Instructors would serve a two-year term. Sessional Instructors may be re-elected for one additional term. Vacancies would be filled as per Section 5.4 of the Bylaws.

- 5.1.5 One Librarian or other Professional Faculty member, elected as determined by School Council.

After consultation with the Dean of Libraries, Executive Committee will identify a Librarian member whose name will be submitted to School Council for election.

The Librarian member would serve a two-year, renewable term. Vacancies would be filled as per Section 5.4 of the Bylaws.

- 5.1.6 Two Academic Advisors, elected as determined by School Council, to serve for the balance of the academic year for which she or he is elected.

The Academic Advisor may serve two continuous terms. The Chair of Executive Committee will issue a call for nominations to Academic Advisors. If more than two nominations are received then an election by Academic Advisors would be conducted. Vacancies would be filled as per Section 5.4 of the Bylaws.

- 5.1.7 Up to four students from the School of Business. The Students' Association of MacEwan University (SAMU) will select the student members, who will serve for the balance of the academic year for which each is selected.

In keeping with article 2.4, SAMU is encouraged to select student members who will represent the diversity of the School of Business.

Non-voting *ex-officio* members:

- 5.1.8 The President, or designate;

- 5.1.9 The Provost and Vice-President Academic, or designate;

- 5.1.10 The Dean of Libraries, or designate;

- 5.1.11 The University Registrar, or designate;

- 5.1.12 The Deans of all other Schools and Faculties; and

- 5.1.13 The Director, Indigenous Initiatives, kihêw waciston Indigenous Centre.

- 5.1.14 These members will be non-voting and will not count against quorum.

- 5.1.15 These members may each delegate membership, on an annual basis, or choose to send an alternate to individual meetings. Delegates or alternates must be members of the University community.

- 5.2 The majority of the membership of School Council shall be Tenured Members, Tenure-Track Members, and Full-Time Limited-Term Academic Staff of the School.

- 5.3 Other non-voting members as may be determined by School Council.

- 5.4 In the event of a vacancy in any of the elected positions of School Council or its committees, Executive Committee will identify candidates for the position(s) and nominate them for election as determined by School Council.

6 Chair and Vice-Chair

- 6.1 The Dean or Acting Dean is Chair of 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 School Council.

- 6.2.3 Stepping out of the chair at meetings of School Council to participate in

discussion, as necessary, and the Council Vice-Chair will, in such cases, chair the meeting.

6.2.4 Serving as an *ex officio* voting Member on all standing committees of School Council.

6.2.5 Representing School Council and acting as liaison with AGC and other Faculty and School Councils.

6.3 The Vice-Chair of School Council will be elected from the Tenured Instructional Faculty Members of School Council for a two-year term. The Vice-Chair may serve up to two continuous terms.

6.4 Duties of the Vice-Chair include:

6.4.1 Assisting the Chair in the performance of her/his duties.

6.4.2 Fulfilling the duties of the Chair in the Chair's absence.

7 Meetings of School of Business Council

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

7.2 School Council shall normally meet at least four (4) times per year, normally twice per term in the fall and winter sessions.

7.3 Notice of meetings, agendas and associated materials shall be sent to members at least five (5) days in advance of meetings unless earlier notice is required (e.g. Special Resolutions).

7.4 Consent Agenda: To ensure School Council has sufficient time at its meetings to deal with strategic and substantive matters, School Council uses an Agenda/ Consent Agenda format. A consent agenda is a component of a meeting agenda that enables the grouping of action and information items that are routine, standard, non- controversial, and self-explanatory so they can be passed on a single motion. A consent agenda implies there is unanimous consent and that issues do not need any discussion before a vote is taken. Should a Member wish to separate an item for discussion and/ or vote, the Member may make this request prior to the approval of the Agenda/ Consent Agenda. The minutes of the meeting will report matters approved as part of the consent agenda.

7.5 All meetings will be called by the Chair.

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

7.7 Quorum for School Council shall be one-third of Tenured Members, Tenure-Track Members, Full-Time Limited-Term Instructional Faculty Members, and Professional Resource Faculty Members, entitled to vote as of September 1st of each year. Faculty members who are on leave (e.g. Sabbatical) are entitled to attend meetings and vote, but shall not be counted when the quorum number for each year is calculated by Executive Committee.

7.8 A voting member may participate in a meeting of School Council by means of telephone, videoconference, Skype, FaceTime, Video Call, 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.

7.9 Meetings of School Council shall normally be open to the University. When a matter deemed confidential by 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.

- 7.10 The Chair may recognize non-members on any matter of business.
- 7.11 Minutes of School Council meetings shall be recorded and distributed to members. Minutes of open meetings shall be available to the University and posted on the website of Academic Governance Council.

8 Committees of School of Business Council

- 8.1 The following are Standing Committees of School Council:
 - 8.1.1 Executive Committee;
 - 8.1.2 Business Programs and Curriculum Committee;
 - 8.1.3 Faculty Development Committee-
- 8.2 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 School Council.
- 8.4 Committees of School Council are accountable to School Council and shall report regularly to School Council. All Standing Committees, except Executive Committee, will submit an Annual Report which details its activities over the previous year, for consideration by School Council. The Annual Report will include a brief focus statement that recommends the committee's work for the upcoming year.
- 8.5 Committees of School Council shall in general follow the same meeting procedures as School Council.
- 8.6 Membership in Committees should be staggered to ensure continuity.

9 Department Councils

- 9.1 Each department of the School of Business shall have a Department Council.
- 9.2 The terms of reference of all Department Councils, including membership, mandate and meeting procedures, shall be determined by each department and approved by School Council.

10 Review of School of Business Council Bylaws

- 10.1 School Council Bylaws, including composition of School Council, shall be reviewed every five years.
- 10.2 Notwithstanding 10.1, School Council may initiate a review of the Bylaws at any time by Ordinary Resolution.
- 10.3 Amendments to these Bylaws require approval by School Council by a Special Resolution.
- 10.4 Following approval by School Council, amendments to the Bylaws are subject to approval by AGC.

Approved by School of Business Council

April 30, 2012 (motion SoBC-02-04-30-2012)

October 17, 2012 (motion SoBC-03-10-17-2012)

November 27, 2013 (motion SoBC-05-11-27-2013)

April 28, 2016 (motion SoBC-08-04-28-2016)

April 18, 2018 (motion SOBC-01-2018-04-18)

****Please note: Academic Governance Council Bylaws, Revised 2018, Article 11.2: Relationship of AGC to Faculty/ School Councils**

Approved by Academic Governance Council

May 22, 2012 (Motion AGC-12-05-22-2012)

Amendment to quorum approved by Academic Governance Council on November 20, 2012 (motion AGC-12-11-20-2012)

Textual amendment to “Dean of Libraries” approved by AGC Executive Committee on December 11, 2012

Addition of full-time limited-term academic staff to Membership approved by Academic Governance Council on January 21, 2014 (motion AGC-05-01-21-2014)

Amendments to purpose, definitions, functions, membership, quorum, School Council committees, Department Councils, review of Bylaws, and housekeeping amendments: June 7, 2016 (motion AGC12-06-07-2016)

Amendments to update and clarify terminology, membership, position of chair: June 8, 2018 (motion AGC-08-06-08-2018)