

By-Laws of the Graduate Council of College of Charleston

ARTICLE I

The name of this organization shall be the Graduate Council.

ARTICLE II

Purpose

Section 1. The Graduate Council is the body that recommends academic policies and procedures for graduate study at the College of Charleston.

Section 2. In particular, the Graduate Council shall advise the Dean of The Graduate School, the Associate Dean, and the Faculty Senate with regard to business of the Graduate School:

- a. Setting policy for operation of and priorities for the growth of graduate programs,
- b. Approving all graduate programs offered by the Graduate School,
- c. Authorizing all graduate degrees conferred by the Graduate School,
- d. Setting minimum standards for admission to and graduation from graduate programs, and approval of departmental additions thereto, and
- e. Pursuing means by which graduate programs can be strengthened.

ARTICLE III

Graduate Council

Section 1. Responsibilities

- a. The Graduate Council shall advise on all graduate school matters. The mission of the Graduate Council shall include recommendation of new graduate degree proposals; supervision of approval of new graduate courses; participation in periodic evaluation of graduate programs; periodic review of academic and admissions policies and procedures; assistance in setting directions for research; and assistance in other matters as requested by the College.
- b. The Graduate Council shall inform graduate faculty of recommendations which will alter the direction of, or will significantly affect the quality of graduate programs. This may be done via mail, email or by meeting.
- c. The duties of the Chairperson of the Graduate Council shall include:
 - i. Calling meetings of the Graduate Council,
 - ii. Presiding at meetings of the Graduate Council,
 - iii. Overseeing conduct of all mail ballots distributed among Graduate Council members,
 - iv. Performing additional duties delineated hereafter,
 - v. Overseeing the taking and maintaining of minutes of Graduate Council meetings, and

vi. Casting a vote on Graduate Council decisions in cases of a tie.

d. Normally, meetings will be held at 3 pm on the second Friday of each month during the academic year (September – May) at a location to be determined.

Section 2. Membership

a. Only members of the graduate faculty are eligible for membership on the Graduate Council.

b. The Dean of The Graduate School shall serve as Chairperson of the Graduate Council. In the absence of the Dean, the Associate Dean shall serve as interim Chairperson of the Graduate Council. The chair will have the responsibility of ensuring that graduate faculty decisions are coordinated with the overall College of Charleston policies and procedures. In the dean's absence, the dean's designee will serve as chair.

c. Membership in the Graduate Council shall consist of the Dean of The Graduate School, the Associate Dean, the directors of all graduate programs, and one at-large faculty representative from each of the schools in which graduate programs reside.

d. Ex-officio membership in the Graduate Council shall consist of the Provost or his/her designee. A member of the Faculty Committee on Graduate Education, Continuing Education, and Special Programs shall serve ex-officio as a liaison with the Faculty Senate. A member of the Graduate Student Association (GSA) shall serve as ex-officio member as a liaison with the GSA.

e. The at-large membership shall be elected to the Graduate Council based on the procedures of each participating school. This procedure shall be initiated by the chair during the spring semester in order to fill vacancies occurring on the Graduate Council the following year.

f. At-large members serve a term of two years beginning July 1 and ending June 30, unless circumstances require a shorter term. At-large members may succeed themselves if re-elected. Program directors shall serve on Graduate Council during their term as director. If the program director is unable to attend Graduate Council meetings, the department chair, responsible dean, or designee will assume the responsibilities until the program director is replaced.

g. In the event that an at-large member of the Graduate Council should vacate his or her position prematurely, the respective program director shall appoint another member of the program's graduate faculty for the balance of the term.

Section 3. Business and Voting Procedures

a. Business of the Graduate Council shall follow modified Robert's Rules of Order as interpreted by the Chair of the Graduate Council.

b. A quorum of 50% of the Graduate Council membership must be present for discussion of business.

c. Passage of an action by the Graduate Council requires a plurality of greater than 50% of the voting members present. Passage of amendments to the by-laws requires a plurality of 67% of the voting members present.

d. Ad-hoc committees to the Graduate Council will be formed by the Dean as needed.

- e. Amendments to the By-Laws of the Graduate Council
 - i. Any member of the Graduate Council may submit a proposed amendment to the By-Laws of the Graduate Council to the chair. The proposal must be submitted so that copies can be disseminated to Graduate Council members at least one week before the next regularly scheduled meeting.
 - ii. The proposal will be discussed and voted on at the next scheduled meeting of the Graduate Council.
 - iii. A vote to change the by-laws requires 67% of the membership present at the Graduate Council at the next regularly scheduled meeting.
 - iv. Any amendment proposal approved by the Graduate Council must be approved in writing by the President of the College before inclusion in the standing by-laws.

ARTICLE IV

Adoption and Implementation

Upon recommendation of the Graduate Council, these by-laws will be forwarded to the President and the Provost of the College for approval, at which time they will take effect.

Approved by Graduate Council, April 21, 2006.

Approved by President Leo I. Higdon, Jr., May 25, 2006

Effective, July 1, 2006

Revised October 2008

Approved by Graduate Council, November 21, 2008.

Approved by President George Benson, January 5, 2009

Effective January 5, 2009