

**THE GRADUATE COUNCIL
BYLAWS
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

ARTICLE I – Name and Purpose

Section 1. Name

The name of the organization shall be The Graduate Council of North Carolina Agricultural and Technical State University, hereafter referred to as the Council.

Section 2. Purpose

The Council shall be a deliberative body for all policies and regulations affecting graduate students, graduate courses, and graduate curricula. Policies are to be forwarded through the appropriate committees to the University Senate and the Faculty Forum. The Council shall be an advocate for graduate affairs and for the community of graduate scholars in the University.

ARTICLE II – Membership

Section 1. Members

The Council shall consist of:

- Six (6) graduate faculty, one from each college/school with a graduate program
- Six (6) graduate students, one from each college/school with a graduate program
- Six (6) Coordinators of a Graduate Program, one from each college/school with a graduate program
- All Department Chairpersons with a graduate program
- One (1) college/school dean from one of the colleges/schools with a graduate program
- One (1) representative from Financial Affairs
- One (1) representative from Student Affairs
- One (1) representative from the Library
- One (1) representative from the Division of Research
- Dean of the School of Graduate Studies
- All deans serve in an ex-officio capacity except the one dean defined above

Section 2. Designation of Representatives

The schools and colleges determine the selection of the faculty, the Coordinators of Graduate Programs, and student representatives. The selection of the dean is determined by the Dean's Council. The appropriate office determines the selection of the remaining representatives.

ARTICLE III – Officers

Section 1. The Dean of the School of Graduate Studies shall serve as the Chairperson of the Council. He/She shall designate a staff member from the School of Graduate Studies to serve as a recorder. The Chairperson shall appoint a Parliamentarian from among the members of the Council. All terms are one academic year.

Section 2. Duties of the Officers

- a. The Chairperson shall preside at meetings of the Council and its Executive Committee. He/She shall be an ex-officio member of all Council Committees. He/She shall be the liaison between the Council and the University Senate and the Administration. The Vice Chancellor of Academic Affairs or his/her designee will preside in the absence of the chairperson.
- b. The Recorder shall serve as recorder to the Council and the Executive Committee.
- c. The Parliamentarian shall assist the presiding officer in the interpretation of the Bylaws and serve as chairperson of the Bylaws Committee. All meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order*.

ARTICLE IV – Committees

Section 1. Names of the Committee

The standing committees shall be as follows: Executive, Bylaws, Curriculum, Publications, Policy and Procedures, Assessment, Assistantships and Fellowships, and Admissions and Retention.

Section 2. Duties of the Committees

- a. The Executive Committee shall consist of the Chairperson, Recorder, Parliamentarian and the chairpersons of all committees. This committee is charged with the responsibility for handling any and all matters of the Council between official meeting dates. The Council Chairperson shall chair this

committee and call meetings at his/her discretion, or it may be convened by the Vice Chancellor for Academic Affairs.

- b. The Bylaws Committee shall consist of the Parliamentarian as chairperson, the Recorder and at least three (3) other members appointed by the Council Chairperson. The committee shall propose changes in the Bylaws as needed.
- c. The Curriculum Committee shall consist of at least five (5) members appointed by the Council Chairperson and a staff member from the School of Graduate Studies. The duties of the Curriculum Committee are to:
 - 1. Review the curricular offerings with the colleges/schools and consult with the department chairpersons and the deans about new curricula and proposals for new programs.
 - 2. Study the graduate curriculum and make suggestions for the development of interdepartmental courses to eliminate unnecessary duplication.
 - 3. Study the curriculum relative to the demand or lack of demand for existing courses and report findings to the Council.
 - 4. Make periodic reports to the Council on trends in graduate degree program development and new approaches in teaching methodology.
 - 5. Review proposals for new degree programs and courses and make recommendations to the Council.
 - 6. Carry out other assignments, which are consistent with the functions of the committee.
- d. The Publications Committee shall consist of at least four (4) members appointed by the Council Chairperson and a staff member from the School of Graduate Studies. The duties of the Publications Committee are to:
 - 1. Coordinate production of graduate publications with the Dean of the School of Graduate Studies.
 - 2. Propose timely and relevant publications.
 - 3. Revise and update publications of the School of Graduate Studies.
 - 4. Recommend policies related to the publications, including the preparation of theses and dissertations.
 - 5. Carry out other assignments, which are consistent with the functions of the committee.

- e. The Policy and Procedures Committee shall consist of at least four (4) members appointed by the Council Chairperson and a staff member of the School of Graduate Studies. The duties of the Policy and Procedures Committee are to:
 - 1. Periodically review the academic policies and procedures of the School of Graduate Studies and make recommendations for changes to them.
 - 2. Recommend new policies and procedures, which facilitate the improvement of graduate education at the University.
 - 3. Serve as an advisory committee to the Dean of the School of Graduate Studies with reference to the interpretation of graduate school policy as it relates to specific cases, which require interpretation.
 - 4. Periodically review the overall and specific standards and requirements for degrees and recommend modifications.
 - 5. Meet at various times with department chairpersons and deans to exchange ideas relative to the improvement of policies and procedures.
 - 6. Review the academic quality of the graduate faculty relative to degrees held, research, publications and other academic accomplishments and to make recommendations on the same to the Dean of the School of Graduate Studies.
 - 7. Investigate and report on programs, workshops, fellowships, research, and other opportunities that are available to the graduate faculty.
 - 8. Carry out other assignments at various times which are in the purview of the committee.

- f. The Assessment Committee shall consist of at least four (4) members appointed by the Council Chairperson and the Assistant Dean of the School of Graduate Studies. The duties of the Assessment Committee are to:
 - 1. Recommend policies for and coordinate periodic reviews of the overall graduate program.
 - 2. Assess the quality and efficiency of the overall graduate program.
 - 3. Coordinate graduate program reviews with accreditation reviews.
 - 4. Conduct periodic assessment reviews as identified by the Office of Institutional Assessment, Research, and Planning.

5. Identify and collect data for ongoing evaluation of graduate programs.
 6. Carry out other assignments, which are consistent with the functions of the committee.
- g. The Assistantships and Fellowships Committee shall consist of at least four (4) members appointed by the Council Chairperson and a staff member from the School of Graduate Studies. The duties of the Assistantships and Fellowships Committee are to:
1. Study and present plans to increase the number of assistantships and fellowships for students qualified to pursue graduate studies at North Carolina Agricultural and Technical State University.
 2. Make recommendations regarding the awarding of assistantships and fellowships offered by the School of Graduate Studies.
 3. Develop proposals requesting funds to support faculty development.
 4. Make periodic reports to the Council on the number and dollar value of graduate assistantships and fellowships.
- h. The Admissions and Retention Committee shall consist of at least four (4) members appointed by the Council Chairperson and the admissions coordinator for the School of Graduate Studies. The duties of the Admissions and Retention Committee are to:
1. Study and present plans to increase the recruitment and retention of students qualified to pursue graduate studies at North Carolina Agricultural and Technical State University.
 2. Make recommendations regarding ways by which the graduate program might be made more visible on and off campus.
 3. Review applications for admissions from students who clearly do not meet the admission requirements of the University.
 4. Make periodic reviews of the University's admissions criteria and recommend changes that are consistent with the academic programs of the University.
 5. Make periodic reports to the Council on new trends in admissions policies, procedures, and standards.

6. Develop plans, which will facilitate a more active involvement of students in the development of enrichment activities such as seminars, exhibits, tours, etc.
7. Carry out other assignments, which are consistent with the functions of the Committee.

ARTICLE V – Meetings

Section 1. Time and Place

The Council will meet each month from September through April at a time and place designated by the Council Chairperson. The Council Chairperson shall notify the membership of meeting dates, times, and places at the beginning of each semester.

Section 2. Special Meetings

Special meetings may be called at the request of the Council Chairperson, the Vice Chancellor for Academic Affairs, or a simple majority of the Executive Committee.

Section 3. Quorum

Fifteen (15) members shall constitute a Quorum.

ARTICLE VI – Procedures

Section 1. Method of Submitting Items for Council’s Consideration

- a. Any graduate faculty or Council member may submit items for Council consideration by submitting it to the Council Chairperson for inclusion on the agenda. All items must be in the hands of the Council Chairperson at least ten days prior to a scheduled meeting of the Council.
- b. The Council Chairperson will review all items for consideration and include only those on the agenda that come under the jurisdiction of the Council. The Chairperson and Recorder shall prepare and distribute a notice five (5) business days prior to a scheduled Council meeting. When the Council has no business before it, the Chairperson and the Recorder may notify members that the meeting has been cancelled. Such notice must be provided a minimum of two (2) business days prior to the scheduled meeting day.

Section 2. Review of Committee Actions

Written reports of committees shall be distributed to all Council members at least five (5) business days before the meeting at which action is required. At least one (1) member of the committee shall be present to clarify and/or answer questions at the meeting.

Section 3. Forwarding of Items to the Faculty Forum

All policy recommendations made by the Council shall be presented to the appropriate committee of the University Senate or the Executive Committee of the Senate to be forwarded to the Faculty Forum.

ARTICLE VII – Voting

Section 1. Voting by Members on Council Business

- a. All Council business must be passed by a majority vote of members present after a quorum has been declared at any regular or special meeting of the Council. Proposed changes in Bylaws must be submitted to the membership 30 days before the meeting. All Bylaw amendments must be approved by two-thirds (2/3) of the membership. Votes on Bylaw changes may be obtained by written ballots by mail, email, or fax.
- b. Council members may assign their voting privileges to another member by proxy. All proxies must be in writing and the letter must be delivered to the Council Chairperson prior to voting.

Section 2. Substitute for Members at any Meeting

A Council member who is unable to attend a meeting may designate a substitute for that meeting. The substitute shall count as part of the Quorum and shall be able to vote. The member shall inform the Council Chairperson, in writing, of his/her absence and provide the name of the substitute prior to the meeting.