



Constitution and Bylaws

Approved by FGS Council Nov 17, 2023

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1. Preamble

- a. The Faculty of Graduate Studies (FGS) is an academic and administrative body with oversight and responsibility for all graduate programs at the University of Victoria. FGS serves and supports (1) graduate students; (2) graduate programs and the people who create and deliver them; and (3) the university of and its institutional mission and goals.
- b. FGS governance is comprised of a Faculty Council (FGS Council) and a Graduate Executive Committee (GEC). The FGS Council and the GEC are empowered to exercise the authority of the Faculty of Graduate Studies as set out in the University Act, and in University of Victoria policies and regulations.

2. Faculty of Graduate Studies Council

- a. Provides guidance and makes recommendations in regard to institutional academic governance matters for the Faculty of Graduate Studies;
- b. Reviews and recommends institutional-level academic policies and procedures for graduate programs and students; and
- c. Provides guidance to the Faculty of Graduate Studies Dean on matters pertaining to graduate programs, students, and members of the Faculty of Graduate Studies.

2.1. FGS Council Membership

- a. Voting members of FGS Council include:
 - (i) Dean, Faculty of Graduate Studies (*Chair of FGS Council*)
 - (ii) Associate Deans, Faculty of Graduate Studies
 - (iii) Five graduate students, appointed on recommendation from the UVic Graduate Student Society (GSS)
 - a. One member of the GSS executive
 - b. One student in a graduate program in Faculty of Engineering & Computer Science or the Faculty of Science
 - c. One student in a graduate program in the Faculty of Business, Faculty of Education, or Faculty of Law
 - d. One student in a graduate program in the Faculty of Fine Arts, The Faculty of Humanities, or Faculty of Social Sciences
 - e. One student in a graduate program in the Faculty of Human and Social Development or the Division of Medical Sciences.

Student representatives must be registered for the duration of their appointment to FGS Council.

- (iv) One member from each academic unit with a graduate program. “Academic Unit” includes Departments and Schools, non-departmentalized Faculties, the Division of Medical Sciences, and interdisciplinary graduate programs, but does not include the Division of Continuing Studies. The academic unit representative shall normally be the unit’s graduate adviser or equivalent. The representative from each non-departmentalized Faculty shall normally be the associate dean from that Faculty. Subject to approval by the FGS Dean,

academic units may choose to appoint an alternate representative. In all cases academic unit representatives must be Members of the Faculty of Graduate Studies.

b. Non-voting members of FGS Council include:

- (i) Administrative Manager, Faculty of Graduate Studies
- (ii) Director, Graduate Admissions and Records
- (iii) Elected members of Senate representing FGS
- (iv) The Associate Vice President Research or designate
- (v) Assistant to the Dean, Faculty of Graduate Studies (*FGS Council secretary*)

2.2. FGS Council Meetings

- a. Professional collegiality shall be the guiding principle of conduct at FGS Council meetings.
- b. Meetings shall normally be fully in-person or fully virtual, at the discretion of the Dean of the Faculty of Graduate Studies.

2.2.1. Attendance and Quorum

- a. Normally, the Dean of FGS shall chair meetings of the FGS Council. In the absence of the Dean, an Associate Dean of FGS shall chair meetings of the FGS Council.
- b. All voting and non-voting members listed in 2.1 are expected to attend FGS Council meetings and are normally expected to serve for the entire academic year.
- c. Proxies are not permitted for individual meeting absences. If a voting member of FGS Council listed in 2.1 anticipates an extended absence, a substitute member who meets the corresponding eligibility requirements of Section 2.1 can, with permission of the Dean, be appointed to replace the absent member for the length of the absence. A substitute member so appointed shall have voting privileges at the FGS Council meetings.
- d. Every member of the Faculty of Graduate Studies is entitled to attend and speak at FGS Council meetings.
- e. All FGS Council meetings shall be open to non-FGS members, unless the FGS Council determines (through a simple majority approval of the voting members of a motion from the floor) that it is appropriate to move into a closed session.
- ~~f.~~ Quorum at FGS Council meetings is normally 20% +1 of the voting membership of the FGS Council. The Chair shall adjourn the meeting if quorum is not present within 10 minutes from the scheduled start time of the meeting. Within one day the Chair shall re-schedule and announce a meeting of the FGS Council, to be held within 10 business days, with the same agenda. ~~g.~~

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2.2.2. Schedules and Agendas

- a. FGS Council meetings shall normally be scheduled monthly, from September to May inclusive. Additional meetings may be called if deemed necessary by the FGS Dean.
- b. Meeting agendas shall normally be distributed electronically to members and academic units by the Office of the Dean of Graduate Studies at least one week prior to meeting.
- c. Agenda items shall be categorized as one of the following:
 - (i) information
 - (ii) discussion
 - (iii) decision (vote).
- d. Requests to add agenda items to an upcoming meeting must be received at least 2 weeks in advance by the Office of the Dean of Graduate Studies, and must be accompanied by any supporting materials and a rationale.
- e. The meeting agendas shall be approved at the start of each meeting.
- f. In-meeting requests for additional items may be proposed under “other business” by FGS Council members but shall normally be restricted to items for information or discussion at the discretion of the Chair.

2.2.3. Voting protocols

- a. Only voting members of FGS Council who are present at a meeting may move and vote on motions.
- b. All motions moved and seconded are considered approved if they receive a majority (at least 50% +1) of the votes cast by voting members of FGS Council. Abstentions shall not count as votes cast in determination of majority.
- c. The Chair shall only vote in the case of a tie.
- d. Votes are conducted by a show of hands. A Council member may request at any time through a motion that a roll call or secret ballot be conducted. Such a request must be moved, seconded, and approved by a simple majority in the affirmative to pass.

2.2.4. Meeting records

- a. Minutes for each meeting of FGS Council minutes shall be recorded by the FGS Council secretary.
- b. Meeting minutes shall be distributed for approval at the next FGS Council meeting.

3. Graduate Executive Committee (GEC)

- a. Provides guidance in regard to the institutional academic governance matters for the Faculty of Graduate Studies;
- b. Reviews and recommends to FGS Council institutional-level academic policies, regulations, and procedures for graduate programs and students;
- c. On behalf of FGS, reviews and recommends to Senate all graduate curriculum submissions;
- d. On behalf of FGS, reviews and recommends to Senate academic unit graduate program changes and proposals; and
- e. Provides guidance to the Dean on all matters pertaining to graduate programs, students, and members of the Faculty of Graduate Studies.

3.1. GEC Membership

- a. Voting members of GEC include:
 - (i) Dean, Faculty of Graduate Studies (*Chair of GEC*)
 - (ii) Associate Deans, Faculty of Graduate Studies
 - (iii) One representative from each of the other UVic Faculties, which shall include the Division of Medical Science but not the Division of Continuing Studies. The faculty representative shall be a member of the Faculty of Graduate studies and shall normally be the Associate Dean Research/Graduate Studies for that Faculty. If no such role exists the Faculty representative is appointed on recommendation of the Dean of that Faculty. Subject to approval by the FGS Dean, Faculties may choose to appoint an alternate representative.
 - (iv) Chair, UVic Graduate Student Society
- b. Non-voting members of GEC include:
 - (i) Administrative Manager, Faculty of Graduate Studies
 - (ii) Director, Graduate Admission and Records
 - (iii) Assistant to the Dean, Faculty of Graduate Studies (*committee secretary*)

3.2. GEC meetings

- a. Professional collegiality shall be the guiding principle of conduct at GEC meetings.
- b. Meetings shall normally be fully in-person or fully virtual, at the discretion of the Dean of the Faculty of Graduate Studies.
- c. Matters discussed at meetings of the GEC are generally confidential until otherwise indicated by the Chair.

3.2.1. Attendance and quorum

- a. Normally, the Dean of the Faculty of Graduate Studies shall chair meetings of the GEC. In the absence of the Dean, an Associate Dean of the Faculty of Graduate Studies shall chair meetings of the GEC.
- b. All voting and non-voting members listed in 3.1 are expected to attend GEC meetings and are normally expected to serve for the entire academic year.
- c. Proxies are not permitted for individual meeting absences. If a member listed in 3.1 anticipates an extended absence, a substitute member who meets the corresponding eligibility requirements of Section 2.1 can, with permission of the Dean, be appointed to replace the absent member for the length of the absence. A substitute member so appointed shall have voting privileges at the FGS Council meetings.
- d. Non-members of GEC may be invited by the Dean to a GEC meeting for the purpose of subject matter expertise, or additional consultation.
- e. Quorum at any GEC meeting is 40% +1 of the voting membership of GEC. The Chair shall adjourn the meeting if quorum is not present within 10 minutes from the scheduled start time of the meeting. Within one day the Chair shall re-schedule and announce a meeting of the GEC, to be held within 10 business days, with the same agenda. ▸

3.2.2. Schedules and agendas

- a. GEC meetings shall normally be scheduled monthly, from September to May inclusive. Additional meetings may be called if deemed necessary by the FGS Dean.
- b. Each meeting agenda shall normally be distributed to members by the Office of the Dean of Graduate Studies at least one week prior to meeting.
- c. Agenda items shall be categorized as one of the following:
 - (i) information
 - (ii) discussion
 - (iii) decision (vote).
- d. Requests to add agenda items to an upcoming GEC meeting must be received at least 2 weeks in advance by the Office of the Dean of Graduate Studies, and must be accompanied by any supporting materials and a rationale.
- e. Meeting agendas shall approved at the beginning of the meeting.
- f. In-meeting requests for additional items may be proposed under “other business” by FGS Council members but shall normally be restricted to items for information or discussion at the discretion of the Chair

3.2.3. Voting protocols

- a. Only voting members of GEC who are present at a meeting may move and vote on motions.
- b. All motions moved and seconded are considered approved if they receive a majority (at least 50% +1) of the votes cast by voting members of the GEC. Abstentions shall not count as votes cast in determination of majority.
- c. The Chair shall only vote in the case of a tie.
- d. Votes are conducted by a show of hands. A Council member may request at any time through a motion that a roll call or secret ballot be conducted. Such a request must be moved, seconded, and approved by a simple majority in the affirmative to pass.

3.2.4. Meeting records

- a. Minutes for each meeting of GEC shall be recorded by the GEC secretary.
- b. Meeting minutes shall be distributed for approval at the next GEC meeting.

c. Approval of revisions to Terms of Reference

- a. This document may be amended, subject to subsequent approval of Senate, by a motion approved by FGS Council by at least a 2/3 majority of the voting members at an FGS Council meeting.