

**BYLAWS OF THE GRADUATE COUNCIL
OF THE GRADUATE SCHOOL AND UNIVERSITY CENTER
THE CITY UNIVERSITY OF NEW YORK**

May 2013

Sec. 1 The governing body of The Graduate School of The Graduate School and University Center shall be the Graduate Council.

Sec. 2 GRADUATE COUNCIL

2.1 Membership

2.1A The faculty and students in each doctoral program and free standing master's program shall elect one faculty and one student representative to Graduate Council for each 100 or fewer matriculated students.

2.1B Each graduate degree program of The Graduate School in a discipline in which no doctoral work is offered shall elect representatives to Graduate Council, using the same formula as the doctoral programs, except that the number of representatives from all such programs shall not exceed 10 percent of the total membership of the Council.

2.1C All members of the doctoral faculty, the Master of Arts in Liberal Studies faculty, the Master of Arts in Middle Eastern Studies faculty, certificate program faculty, and all matriculated students in good standing are eligible to be elected to the Council. Faculty members and students on leave of absence shall not be eligible to serve.

2.1D Faculty and student representatives shall be elected according to the following procedures.

1. In each program the Executive Committee shall establish an Elections Committee composed of the Executive Officer, three faculty members, and three student members. This committee shall have responsibility for nominations and election procedures.

2. The election shall take place no later than April 1 for service in the subsequent academic year or years. Faculty members shall be eligible to vote for faculty representatives only; students shall be eligible to vote for student members only. Students or faculty members on leave of absence shall not be eligible to vote. The Executive Officer shall report the election results to the Secretary of Graduate Council no later than April 15.

2.1E Terms of Office and Vacancies

1. Members of Graduate Council shall be elected for a two-year term. Faculty or student vacancies in the elected membership of Graduate Council shall be filled, for the unexpired term, by the faculty Executive Committee members or student Executive Committee members, respectively, of the relevant program. Replacements for members absent for one semester or more shall be named in the same way.
2. In the event that any student delegate to Graduate Council will be absent for a meeting of Graduate Council a DSC representative from that program will automatically be the alternate for that program.
3. In the event that any faculty representative to Graduate Council will be absent for a meeting of Graduate Council, the representative may delegate another faculty member from the same program to be his or her proxy.

2.1F Members Ex Officio and Appointed Members of Graduate Council

Graduate School Voting Members

Executive Officers

Elected representatives to Graduate Council including faculty and students

One elected representative of the Library Faculty

Directors of Master's Programs

Coordinators of the Certificate Programs

Four members of the DSC Executive Committee

Secretary of Graduate Council

Chair of the Doctoral Faculty Policy Committee

Graduate School Non-Voting Members

President

Provost

Vice

Presidents

Associate

Provosts Chief

Librarian

Deans

Directors of formally established research centers and institutes of The Graduate Center

Chairs of the Standing Committees of Graduate Council

UFS Representative – elected to serve ex-officio on Executive Committee of Graduate Council

2.2 Functions

The functions of Graduate Council shall be:

- 2.2A To formulate educational policy for all graduate work in doctoral programs at the Graduate School and University Center and in other graduate programs of The Graduate School, to set standards of admission and academic performance, and curriculum and degree requirements.
- 2.2B To approve programs and curricula leading to the doctoral degree and to approve other graduate programs of The Graduate School and the curricula of these programs.
- 2.2.C To recommend to the CUNY Board of Trustees the granting of honorary and graduate degrees to qualified candidates. This function shall be exercised exclusively by the faculty members of the Council.
- 2.2D To consider any other academic matters of The Graduate School and to make recommendations to the CUNY Board of Trustees.
- 2.2E To receive, consider, approve, and forward, as appropriate, reports and recommendations of the Council's standing committees.
- 2.2F To review, recommend and approve revisions to the Governance document of The Graduate School of the Graduate School and University Center, and to the Bylaws of Graduate Council of the Graduate School of the Graduate School and University Center.

2.3 Officers

- 2.3A The President of The Graduate Center shall be Chair of Graduate Council and shall preside over its meetings. In the absence of the President, the Chair of the Executive Committee of the Council shall preside.
- 2.3B The Chair of the Executive Committee of Graduate Council shall preside over the meetings of the Executive Committee. The Chair shall serve for a two-year term and shall be elected by preferential voting by the voting members of the Council from among the faculty representatives of the Council at its final spring meeting during years when elections are scheduled.

The Vice Chair of the Executive Committee of Graduate Council shall be elected for a two-year term, in the same way as the Chair is elected.

- 2.3C The Secretary of Graduate Council shall be elected for a two-year term in the same way as the Chair and the Vice-Chair of the Executive Committee. The Secretary is

elected by the faculty and student representatives of the Graduate Council.

The Secretary shall:

1. Draft an agenda for each regularly scheduled meeting of Graduate Council.
2. Send out proper notice including the agenda as approved by the Executive Committee for each meeting of the Council.
3. Prepare and distribute copies of the minutes of all Council meetings.
4. Have custody of all records of the Council.
5. Supervise the elections of representatives and the filling of vacancies on Standing Committees of the Council.

2.3D

1. The Executive Committee of the Council shall be composed of the Chair, Vice Chair, Secretary of the Council, Chair of the Committee on Curriculum and Degree Requirements, Chair of the Committee on Structure, Chair of the Doctoral Faculty Policy Committee, one Co-Chair of the Doctoral Students' Council, a Faculty Senator elected by and from among the Graduate School Senators elected to the University Faculty Senate, a Student Senator elected by and from among The Graduate School Students to the University Student Senate, and the Provost (nonvoting) or the Provost's designee. The University Faculty Senator serves in an ex-officio capacity and is a non-voting member of the Executive Committee.
2. The Executive Committee of Graduate Council shall be responsible for reviewing, amending, and approving the draft agenda and bringing resolutions, issues, and actions to Council for its consideration.

2.4 Meetings

There shall be at least four meetings of Graduate Council each year on dates to be determined by the Executive Committee. The President or the Executive Committee may call special meetings of the Council. The Secretary shall call a special meeting upon written request from at least ten members of the Council. Every member shall be notified of the call, which shall specify the items to be acted upon at that meeting.

A majority of the voting seats of Graduate Council shall constitute a quorum.

Sec. 3 COMMITTEES

3.1A General Policy on Standing Committees

The Graduate Council shall establish standing committees as enumerated in Section 3.2 below and such other committees as it deems necessary to the

discharge of its responsibilities.

1. It shall be the function of each committee to maintain a continuing study of the subjects committed to its charge as described in Section 3.2 of these Bylaws (below) and to make reports and recommendations on such subjects as it deems necessary and proper. An annual written report to the Chair of the Council shall be presented at the final spring meeting. This annual report of standing committees shall include any recommendations made by the committee. The reports shall be incorporated into a document to be called, (Committee Report for the Year...) Committee reports shall reach the members of the Council at least ten days before they are to be acted upon.

2. All recommendations and proposals for Graduate Council action shall make explicit what action the committee seeks the Council to approve.

3.1B Membership

1. Each committee shall consist of four faculty members and three student members except as follows: the Committee on Committees shall consist of four faculty members and four student members; the Committee on Curriculum and Degree Requirements shall consist of five faculty members and three student members; the Student Academic Appeals Committee shall consist of nine members of the doctoral faculty, as specified in Section 3.2F. No two members of the Committee on Committees shall be from one discipline.

2. Members of standing committees of the Council shall be chosen from among the members of the faculties of the doctoral programs or graduate educational programs of The Graduate School, and from matriculated students in graduate degree programs at The Graduate School, provided that on each committee at least two of the faculty members and one student member shall be members of Graduate Council. At least two student members of the Committee on Committees shall be members of Graduate Council.

3. One administrative officer with major responsibility in the area shall serve without vote as staff resource to each of the standing committees with the exception of the Committee on Committees.

4. Student membership on subcommittees and ad hoc committees shall be at least in the same proportion as on the standing committees, except where prescribed otherwise in these Bylaws.

5. Each committee shall elect a Chair for a two-year term or the remainder of an unfinished term. Each committee may request the services, as consultants, of University personnel who are not members of the committee, and may invite them to participate, without vote, in any or all of the meetings of the committee.

6. The outgoing Committee on Committees shall prepare slates of nominees for the other committees. The Secretary shall solicit and submit to the Committee on Committees nominations for membership on the Standing Committees. If an insufficient number of nominees have been submitted to present a complete slate, the Committee on Committees may provide additional nominees

7. A new Committee on Committees shall be elected by preferential voting at the meeting of Graduate Council at the end of its two-year term in even-numbered years from nominations from the floor. Nominations shall not close until at least eight graduate programs are represented by at least one nominee each.

3.1C Elections

1. Members of The Graduate Council standing committees shall be elected for staggered two-year terms.

2. Elections shall take place at the last stated meeting of the academic year.

3. The report of the Committee on Committees shall be presented in the form of a faculty and student slate of candidates to be elected for membership on the committee.

4. Additional nominations may be made from the floor.

5. If a slate presented by the Committee on Committees is supplemented by one or more nominations from the floor, the election shall be carried out by written secret ballot, according to a system of preferential voting approved by the Committee on Committees; this committee shall supervise the counting of the ballots and announce the results of the election as soon as possible.

3.1D Vacancies

In the event of a vacancy on a committee, the Committee on Committees shall make an interim appointment to take effect at once.

3.2 Standing Committees of The Graduate Council

3.2A Committee on Structure

1. To review on a regular basis the structure and operation of the Graduate Council Bylaws. To review, and approve on a regular basis the governance of each graduate program of The Graduate School.

2. To consider the organization of the University for work leading to the doctoral degree and degrees granted in other graduate programs of The Graduate School.

3. To consider any appeals submitted by faculty or students regarding any program's policy, practice, and procedures where such appeals pertain to the program's governance or its operation.
4. To review on a continuing basis student participation in governance.
5. To make recommendations to the Executive Officer, Coordinators, and Directors of each graduate program to revisit their program governance when revisions to the Bylaws of the Graduate Council have been approved.

3.2B Committee on Curriculum and Degree Requirements

1. To review general educational policy concerning curricula of graduate programs of The Graduate School.
2. To make recommendations to Graduate Council concerning Graduate School courses, programs, and curricula leading to a graduate degree or certificate. This responsibility includes and is not limited to recommendations concerning the addition and withdrawal of programs and courses and changes in titles, descriptions, and prerequisites for courses.
3. To review standards and requirements for doctoral degrees to be granted by the University and for degrees granted by the University in nondoctoral graduate programs of The Graduate School.
4. To recommend standards of admission to the graduate programs of The Graduate School.
5. To recommend standards of retention and matriculation for the graduate degree programs of The Graduate School.
6. To recommend standards for defining full-time students and residence, and for the granting of leaves of absence to students, as well as for setting maximum periods for the earning of the doctoral degree and for degrees granted in other graduate programs of The Graduate School.
7. To designate curricular items on the Graduate Council agenda as major or minor items.
8. To consider appeals submitted by faculty and/or students regarding any program's policy, practice, and procedures where such appeals pertain to the program's curriculum and academic policy.

3.2C Committee on Research

To recommend policy affecting research undertaken under the auspices of The Graduate School or involving the commitment of its resources for such research.

3.2D Committee on Committees

1. To solicit nominations from the faculty and students of The Graduate School for faculty and student candidates for the committees of Graduate Council, to prepare a slate of faculty and student candidates from these nominations, and to prepare a list of alternates to fill such vacancies as may arise on these committees.

2. To supervise the counting of ballots in committee elections.

3.2E Committee on Student Services

1. To consider and make recommendations for such matters as student employment, housing, food services, health services, travel support, recreational facilities, child care, and other services.

2. To review and recommend policy and standards concerning financial aid to students.

3. To review and recommend policy for registration and payment of tuition and fees.

3.2F Committee on Student Academic Appeals

1. To consider and make recommendations to the Office of the Provost concerning student academic appeals that proceed beyond the level of the degree program, including appeals of grades and termination as outlined in the Graduate School Student Handbook.

2. Membership consists of nine members of the doctoral faculty: three each from the sciences and engineering, social sciences, and humanities. Terms of service on the committee are three years staggered.

3.2G Library Committee

1. To recommend policies for developing library resources for instruction and research.

2. To recommend policy for operating the Mina Rees Library.

3.2H Committee on Information Technology

1. To consider recommendations related to information technology.
2. To review the policies and practices of the Office of Information Technology.
3. To communicate these recommendations to the administrative officer responsible for information technology.
4. To recommend policies related to information technology.

3.3 Ad hoc Committees

Ad hoc committees may be created as needed, either by the President or by the Graduate Council.

Sec. 4 RULES OF ORDER

- 4.1 The procedures of Graduate Council and its committees shall be governed by the latest edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, in all cases in which they are applicable and not inconsistent with these Bylaws.
- 4.2 In all matters in which the Council uses a preferential voting system, to be counted, each ballot must rank all candidates or alternatives.

Sec. 5 AMENDMENTS AND REVIEW

- 5.1 These Graduate Council Bylaws may be amended by a two-thirds affirmative vote of the members present, there being a quorum at any stated or special meeting of Graduate Council, provided that the text of the proposed amendment shall have been sent in writing to every member of Graduate Council at least two weeks before the meeting at which the proposed amendment is to be considered.
- 5.2 At the final spring meeting of every even-numbered year, the Committee on Structure shall present a report on these Bylaws and procedures together with such recommendations for amendment as it shall deem appropriate. The procedures described in the previous paragraph shall be followed except that such amendments shall require a majority affirmative vote of the members present, there being a quorum.

Revisions approved by Graduate Council December 1, 2005; March 2, 2006; March 1, 2007; May 14, 2009; May 13, 2010; March 10, 2011; October 26, 2011; March 6, 2013; May 8, 2013