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## SENATE BYLAWS

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### PURPOSE/PHILOSOPHY

The University College Council of the University College of the Fraser Valley is continued as the Senate of the University of the Fraser Valley (“UFV”) pursuant to the *University Act*.

The Senate will make bylaws for the conduct of the business of Senate.

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### I. Powers and duties of the Senate:

As stipulated in section 35.2 of the *University Act*, the Senate exercises the following powers and duties:

#### A. Advisory duties, with final authority given to the Board:

The Board must seek, and the Senate must give, advice on the development of educational policy for the following matters:

1. the mission statement and the educational goals, objectives, strategies and priorities of UFV;
2. the establishment, revision or discontinuance of courses and programs at UFV;
3. the preparation and presentation of reports after implementation by UFV without prior review by the Senate of new non-credit courses or programs offered under service contract;
4. the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
5. the establishment or discontinuance of faculties at UFV;
6. the evaluation of programs and educational services;
7. the library and resource centres;
8. the setting of the academic schedule;
9. the qualifications for faculty members;
10. the adjudication procedure for appealable matters of student discipline;
11. the terms for affiliation with other post-secondary bodies;
12. the consultation with community and program advisory groups concerning UFV's educational programs; and
13. other matters specified by the Board.

#### B. Powers with final authority resting with the Senate:

1. regulate how its meetings and proceedings are conducted, including the quorum necessary to conduct business and how a vice chair, who is to chair meetings in the absence of the

- president, is annually elected;
2. set criteria for awarding certificates, diplomas and degrees, including honorary degrees;
  3. set curriculum content for courses leading to certificates, diplomas and degrees;
  4. set qualifications for admission;
  5. set policies concerning examinations and evaluation of student performance;
  6. set residency requirements for awarding credentials for courses and programs;
  7. set policies concerning student withdrawal from courses, programs or UFV;
  8. set criteria for academic standing, academic standards and the grading system;
  9. set criteria for awards recognizing academic excellence;
  10. set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals; and
  11. set policies on curriculum evaluation for determining whether:
    - a. courses or programs, or course credit, from another university or body are equivalent to courses, programs, or course credit, at UFV; and
    - b. courses or programs, or course credit, from one part of UFV are equivalent to courses or programs, or course credit, in another part of UFV.

## **II. Composition of the Senate:**

- A. The composition of the Senate, in accordance with the University Act is as follows:
1. the chancellor;
  2. the president, who is the chair;
  3. the academic vice president;
  4. the deans of faculties;
  5. the chief librarian;
  6. the registrar;
  7. 2 faculty members elected for each faculty by the faculty members of the faculty;
  8. 4 students elected by the students;
  9. 1 alumni member who is not a faculty member appointed by the president on nomination by the alumni association;
  10. 2 support staff elected by the support staff; and
  11. 1 non-voting member, if appointed by the board to serve one year.
- B. The registrar is responsible for the keeping of records, conduct of elections and the performance of duties that the Senate may require. The registrar may delegate functions to a person designated by the president.

## **III. Terms of Office:**

- A. The term of office of a member of the Senate, other than a student member, is three years and after that until a successor is appointed or elected.
- B. The term of office of a student member elected under II (A) is a one year term and after that

until a successor is elected.

- C. Members who remain eligible may be elected to further terms.

#### **IV. Elections:**

- A. Election of members of the Senate will be conducted annually by the registrar, after consultation with the chief officers of representative groups and the president.
- B. When places on the Senate become vacant during the term of office, the registrar will conduct by-elections in a timely manner. If three or fewer months are remaining in the term of office, the place will remain vacant until the regular annual elections take place.
- C. A person elected to fill a vacancy holds the office for the remainder of the term for which the person's predecessor was elected.
- D. In May of each year, the committee will elect from among the elected members of the Senate a vice chair to serve for the following academic year. In the event that the chair is unable to chair a meeting, the vice chair will serve as chair.

#### **V. Attendance and responsibilities:**

- A. Regular attendance is expected of all members of the Senate.
- B. An elected or appointed voting member who misses two consecutive regular meetings per year without permission from the chair shall receive written notice from the chair. An elected or appointed voting member who misses three consecutive regular meetings per year without prior arrangement with the chair and who has received written notice will be deemed to have resigned from the Senate
- C. Senate members are obligated to prepare adequately for meetings and to participate actively in the decision making at Senate meetings.
- D. All members of the Senate are obligated to serve on at least one standing committee of the Senate.

#### **VI. Meeting Schedule:**

- A. The Senate will meet on a regular schedule normally once a month from September to June. The university will make every reasonable effort to ensure that members of the Senate are freed from their normal duties to attend Senate meetings.
- B. Extraordinary meetings may be called in the months of July and August with seven days' notice by the chair, upon unanimous determination by a committee comprised of the chair, the vice chair, and provost that an extraordinary meeting is required to deal with an emergency or extremely time sensitive matter(s).
- C. Meetings may be cancelled by the chair upon unanimous determination by a committee comprised of the chair, the vice chair, and provost.
- D. As a rule, agenda items will be submitted to the secretary at least seven days prior to the meeting.

#### **VII. Procedure for meetings**

- A. Senate meetings will be conducted according to Robert's Rules of Order.
- B. Members will receive the agenda, the materials for discussion, and reports in advance of the

meeting. Items not received in advance will be placed on the agenda only with the approval of the Senate.

- C. A quorum is defined as fifty percent of the voting members of the Senate. In the absence of quorum, a fixed date and time to which to adjourn the meeting can be requested.

For extraordinary meetings, quorum requirements will be nine, with a minimum of five elected members.

- D. Meetings are open to members of the university community, though only members of the Senate will be entitled to vote. The Senate will, when appropriate, invite guests and resource persons to meetings. The chairs of the standing committees of Senate may speak on items presented at Senate from standing committees.
- E. Voting will normally take place with a show of hands. However, upon request of a member of the Senate, a vote will be taken by secret ballot.
- F. On votes on formal motions, all voting Senate members are required to vote either in favour, opposed, or abstaining.
- G. As a rule, all proceedings of the Senate will be open; however, the chair shall have the right to declare a meeting or portion of a meeting “in camera” and close the meeting to the public.

#### **VIII. Consultation with constituents:**

- A. Members of the Senate will make regular reports to constituents on Senate matters.
- B. The registrar will publish the minutes of Senate meetings in a public place.

#### **IX. Standing committees:**

- A. The following standing committees will operate under terms of reference and in adherence to policies and procedures set by Senate. Other standing committees will be formed as necessary.
  - 1. Academic Planning and Priorities Committee of Senate
  - 2. Senate Graduate Studies Committee
  - 3. Senate Research Committee
  - 4. Senate Budget Committee
  - 5. Senate Governance Committee
  - 6. Undergraduate Education Committee of Senate
  - 7. Senate Standing Committee for Student Appeals
- B. The Senate will strike other ad hoc committees as necessary. All such committees will include at least one Senate member.
- C. The Senate Governance Committee will recommend to Senate rules for the conduct of business for the other committees of Senate.

#### **X. Amendments to the Bylaws**

These bylaws may be amended at any regular meeting of Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

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## APPENDICES

Conflict of interest may include but is not limited to the following situations:

- the member stands to benefit or be harmed financially
- the member has family or close friends who stand to benefit or be harmed
- the career or reputation of the member could be advanced or retarded

A member is not in conflict of interest merely by virtue of prior knowledge of the issue or the person about whom a decision is being made or because of common professional or social relations with a person affected by the decision.

In general, voting on matters which affect a broad group by a member of that group is not considered a conflict of interest. For example, student members may vote on issues such as grade appeals policies and faculty members may vote on issues such as programs offered by their particular divisions.