

Graduate Studies Council

Bylaws

Approved by Senate on September 29, 2025

PREAMBLE

Under the University Act of British Columbia, R.S.B.C. 1996, c. 468 ("the University Act"), Kwantlen Polytechnic University ("KPU") operates under a bi-cameral governance structure, with the Board of Governors and Senate responsible for University governance. Subject to the Board of Governors and Senate approval, the KPU Faculty of Graduate Studies ("FGS") Graduate Studies Council directs academic decisions relevant to the Faculty. The structure, composition, and powers and duties of the FGS are established by Sections 39-42 of the University Act.

DEFINITIONS

1. Terms used in these Bylaws follow the definitions established by the University Act, as applicable to KPU, with the following clarifications:
 - a. Where the University Act uses a lower-case first letter in references to "faculty," "university," "senate," "board," "dean," "president," "vice chancellor," "registrar," and "chair," these Bylaws use an upper-case first letter.
 - b. "the Faculty" means the Faculty of Graduate Studies;
 - c. "Chair" or "Vice-Chair" means the Chair or Vice-Chair of the body named in the heading of a given section, unless otherwise specified;
 - d. "faculty" or "faculty members" means, in alignment with the University Act of British Columbia, R.S.B.C. 1996, c. 468, Part 1 Section 1, persons employed by the University as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designed by the Senate.
 - e. "Members of the Faculty" means faculty members in the Graduate Studies Council.
 - f. "Student" means, in alignment with the University Act of British Columbia, R.S.B.C. 1996, c. 468, Part 1 Section 1, a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student.
 - g. "simple majority" means the threshold for decision consisting of more than one half the votes cast;
 - h. "supermajority" means the threshold for decision consisting of two-thirds of votes cast.

GRADUATE STUDIES COUNCIL

1. Powers and Duties of the Graduate Studies Council
 - a. In conjunction with other relevant Senate Standing Committees, make recommendations to Senate on the following matters:
 - i. full program proposal or program revision proposals at the master's level from a disciplinary Faculty,

- ii. academic standards for master's programming at the master's level, and
 - iii. academic matters related to the Faculty of Graduate Studies.
 - b. Request and consider reports relating to the academic affairs of the Faculty of Graduate Studies, of Senate Standing Committees, of Senate, and of the University.
- 2. Membership of the Graduate Studies Council
 - a. The membership of the Graduate Studies Council shall consist of:
 - i. The Dean of the Faculty (Chair);
 - ii. One (1) faculty member each from Melville School of Business, Faculty of Arts, Wilson School of Design, Faculty of Science, and Faculty of Health, appointed on a 1-year term by the Provost on the recommendation of Faculties, which may be renewed by the Provost for one additional 1-year term.
 - iii. One (1) member representing the Office of Research Services, appointed on a 1-year term by the Provost on the recommendation of the Office of Research Services, which may be renewed by the Provost for one additional 1-year term, and
 - iv. Registrar or designate, non-voting
 - b. Chair of the Graduate Studies Council
 - i. The Dean of the Faculty is the Chair of the Graduate Studies Council.
 - ii. The Chair is a voting member of Graduate Studies Council. In the event of a tie, the Chair casts the deciding vote.
 - c. Vice Chair of the Graduate Studies Council
 - i. A Vice Chair may be elected from the voting members of the Graduate Studies Council
- 3. Conduct of Graduate Studies Council Business
 - a. General Rules
 - i. Robert's Rules of Order shall normally govern the conduct of all Graduate Studies Council meetings. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
 - ii. The Chair may recognize non-members on any matter of business.
 - iii. The Graduate Studies Council may invite guests to make presentations to Graduate Studies Council meetings and to answer questions related to their presentations.
 - iv. Any member may resign from Graduate Studies Council by giving the Chair notice in writing.
 - v. Any voting member who will be absent from a meeting must provide the Chair with advance written notice of the absence.

- b. Frequency
 - i. The Graduate Studies Council shall normally have at least six (6) regular meetings per academic year. The schedule for such meetings shall be set by the beginning of the academic year. Notice of any changes made to this schedule will normally be sent to the members of Graduate Studies Council at least fourteen (14) days in advance of the next meeting.
- c. Notice of Meetings
 - i. Notice of meetings will normally be sent to members of the Graduate Studies Council at least seven days in advance of a meeting.
- d. Extraordinary Meetings
 - i. In cases of urgency, extraordinary meetings of Graduate Studies Council may be called by the Chair of Graduate Studies Council or by a supermajority vote at a duly called meeting of Graduate Studies Council, or at the written request of two-thirds of Graduate Studies Council members.
 - ii. Notice of an extraordinary meeting of Graduate Studies Council shall be sent to the members of Graduate Studies Council at least seven (7) days in advance of a meeting.
- e. The Process of Business
 - i. The normal process of business at meetings of Graduate Studies Council shall be set by the Chair in consultation with Graduate Studies Council members.
- f. Quorum
 - i. A quorum of Graduate Studies Council is a simple majority of the voting members in the Graduate Studies Council.
 - ii. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication that the communication is subject to ratification.
- g. Majority
 - i. Unless specified otherwise in these Bylaws, a simple majority vote shall be required to pass resolutions.
 - ii. The Graduate Studies Council may decide at any time by a simple majority vote that a whole meeting or any part of a meeting be held *in camera* (privately).
- h. Electronic Voting between Meetings
 - i. Electronic voting between meetings is permitted, in accordance with the Operational Procedures of the Senate bylaws.
- i. Open Meetings
 - i. Meetings of the Graduate Studies Council shall normally be open to observers.

j. *In Camera Meetings*

- i. The Graduate Studies Council may decide at any time, by the Chair or simple majority vote of those present, that a whole meeting or any part of a meeting be held in camera.

k. Minutes

- i. Minutes of open Graduate Studies Council meetings shall be recorded and made available to the University community.

l. Documents

- i. All documents presented to Graduate Studies Council shall normally be available to the University community. The Chair may, subject to ratification by a simple majority vote of Graduate Studies Council, stipulate that a document be confidential, in which case the document shall be made available in advance only to members of Graduate Studies Council and, if appropriate, the Senate.