

**BYLAWS OF THE GRADUATE COUNCIL
THE UNIVERSITY OF TEXAS AT TYLER
October 3, 2007**

ARTICLE I

Name

The name of this body is the Graduate Council of The University of Texas at Tyler.

ARTICLE II

Purpose

- Section 1 The Graduate Council is the graduate faculty's advisory body to the Provost and Vice President of Academic Affairs regarding graduate education at UT Tyler.
- Section 2 In particular, the Graduate Council shall advise the Provost/Vice President of Academic Affairs, through the Vice Provost and Dean of Graduate Studies, with regard to:
- a. The setting of policies and procedures for the operation of graduate programs.
 - b. The growth of graduate studies at UT Tyler.
 - c. The approval of all graduate programs offered by the university.
 - d. The setting of minimum university-wide standards for admission to and graduation from graduate programs.
 - e. The approval of program exceptions to university graduate admissions and graduate administration policies.
 - f. The means by which proposed and existing graduate programs can be strengthened.
 - g. The qualifications for designation as graduate faculty.

ARTICLE III

Membership

- Section 1 The Graduate Council shall be composed of members elected from the Full or Associate members of the Graduate Faculty of the University as hereinafter described. Included is the Vice Provost and Dean of Graduate Studies and two graduate students chosen by the Dean of Graduate Studies.

Section 2 Each college with graduate programs shall have two representatives on the Council. Representatives shall serve three year terms with terms of service beginning in the fall semester. The Dean of Enrollment Management, Registrar, Director of the Library, and the Dean of Graduate Studies, shall be ex-officio members without vote.

Section 3 Each college determines its own procedure for the selection of representation to the graduate council from its eligible members.

Section 4 In the event of a resignation or inability to continue term of office, the Dean for the College will appoint an interim representative.

ARTICLE IV

Officers

Section 1 The officers shall be the Chair and Chair-elect.

Section 2 The Chair-elect will be voted on by the Graduate Council membership at the first fall meeting with the term as Chair beginning the following fall semester.

Section 3 In the absence of the Chair, the Chair-elect will fulfill the duties of the Chair.

ARTICLE V

Meetings

Section 1 Regular meetings of the Graduate Council shall be held each month, except that in May, June, July, and August shall ordinarily be omitted unless deemed necessary by the Chair or the Vice Provost/Dean of Graduate Studies.

Section 2 Special meetings may be called at the discretion of the Chair or the Vice Provost and Dean of Graduate Studies.

Section 3 A quorum for the transaction of Council business shall be a simple majority of the members of the Graduate Council.

ARTICLE VI

Committees

- Section 1 The standing committees appointed from the membership of the Graduate Council are the Executive Committee and the Curriculum committee
- Section 2 The Executive Committee shall consist of the current Chair, Chair –elect and Dean of Graduate Studies. This committee shall prepare the agenda for all meetings of the Council. At the Vice Provost/Dean’s request the Executive Committee may make advisory recommendations on University policy but such recommendations shall be reported to the Council at its next regular meeting.
- Section 3 The Curriculum Committee will consist of at least five members including the Committee Chair and shall be appointed by the Chair of the Graduate Council. This committee shall review and make recommendations on all new courses, course changes or deletions, new programs, program changes or deletions, and new certificates.
- Ex-officio members will be the Dean of Enrollment Management, the Registrar, and the Director of the Library.
- The Committee should set a regular time to meet and review materials and bring the recommendations to the Graduate Council in abbreviated written form for its next regular meeting.
- Section 4 The Council Chair may appoint ad hoc or special committees for any appropriate purpose.
- Section 5 Each committee shall give careful consideration to all matters referred to its attention, and report to the Graduate Council on its deliberations, with or without recommendations. Referrals to committees may be made by action of the Chair or by vote of the Council.

ARTICLE VII

Parliamentary Authority

Robert’s Rules of Order Newly Revised shall apply to all meetings of the Council except where inconsistent with these Bylaws.

ARTICLE VIII

Amendments

Section 1 Proposals for Bylaws amendments shall be submitted in writing to the Chair and placed on the Agenda of a regular meeting for discussion. Such proposals must then be placed on the table for action at the next meeting of the Council. The proposed amendment must be conveyed in writing to the membership at least one week prior to the meeting.

Section 2 The vote to change the Bylaws is two-thirds of the total membership of the Council eligible to vote.

ARTICLE IX

Supersession

Section 1 Nothing in these Bylaws is intended to be inconsistent with the present or future Board of Regents Rules, or University Policies, or other University policies or regulations that have been duly issued.

Section 2 Where there may be an inconsistency between these Bylaws and present or future Board of Regents Rules, other University Policies or regulations or policies that have been duly issued, the latter shall prevail.