

# **Bylaws of the Council of Graduate School Programs**

(Approved, February, 1996)

(Amended, October 1997; November, 1998; September, 2002; September, 2004; April, 2005; February, 2009; April, 2010; April, 2017; September, 2018; March, 2019; September 2019; December 2023; November 2025)

## **I. Purpose and Jurisdiction**

1. The primary function of the Council of Graduate School Programs (the "Council") is to discuss and formulate the aims, purposes, and quality standards for graduate programs under the auspices of the Graduate School at Loyola University Chicago. The Council has jurisdiction over all academic matters delegated and makes policy recommendations in such areas as: admissions, curriculum, qualifying exams or projects, theses and dissertations, and overall objectives.

2. The actions of the Council shall be reviewed by the Dean of the Graduate School. If the Dean rejects a motion passed by the Council, the Dean shall return it to the Council stating in writing his/her reasons for disagreeing. If the Council reaffirms a motion that was rejected by the Dean and does so by a two-thirds vote of those present and voting, the motion is then sent to the Dean for reconsideration.

## **II. Officers and Ex-Officio Members**

### **A. Chairperson**

The function of the Chairperson is to conduct meetings, arrange agendas, appoint Standing and Ad Hoc committees, and work as liaison person with the Dean of the Graduate School and the Council. The Chairperson does not vote on Council motions, except in the case of a tie vote. The Chairperson also convenes and serves as chair of the Executive Committee.

### **B. Chairperson-Elect**

The function of the Chairperson-Elect is to conduct meetings in the absence of the Chairperson and to assume the office of Chairperson in the event the Chairperson vacates the office. The Chairperson-Elect assumes the position of Chairperson the following year. In addition, the Chairperson-Elect helps to identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. The Chairperson-Elect serves as Secretary for the Council and chairs the Nominations Committee.

### **C. Past-Chairperson**

The function of the Past-Chairperson is to conduct meetings in the absence of the Chairperson and Chairperson-elect. In addition, the Past-Chairperson helps identify key agenda items during the year and ensures effective transition and continuity of Council work from one year to the next. In the event a Past-Chairperson vacates the office or is not reappointed to the Council, the Council may appoint another member of the Council with sufficient Council experience to serve this function. The Past Chairperson is also a member of the Executive Committee of the Council.

### **D. Secretary**

The Chairperson-Elect shall serve as Secretary of the Council with administrative support provided by the Graduate Dean's Office. The duties of this individual are to ensure that minutes are taken

and distributed to members of the Council.

### **E. Ex-Officio Members**

The Dean of the Graduate School and such other officials as may be appropriate may be named as ex-officio members by the Executive Committee. All Ex-officio members have full speaking privileges at all meetings but may not vote or serve as Officers of the Council.

## **III. Committees**

### **A. Standing Committees**

Executive: The Executive Committee shall consist of the Chairperson, Chairperson-Elect, Past Chairperson, chairs of the standing committees, and two members at large elected by the Council. At-large members will be elected for renewable two-year terms. Chairs of standing committees will serve renewable two-year terms. Chairs of the standing committees should be nominated from current committee members or individuals who have served on the committee in the past six years. The Dean of the Graduate School and his/her designees shall serve as ex-officio members of the Executive Committee. The functions of this committee are: to make decisions when time does not permit a meeting of the whole Council, and to prepare materials, issues, agendas, and other items for Council meetings.

Nominations: A Nominating Committee of no less than three persons and no more than five persons, appointed by the Chairperson and chaired by the Chairperson-Elect, shall present a slate of candidates for each officer position at the last meeting of the year. This slate shall be as representative of the various campuses and constituencies as possible. The committee shall also be responsible for identifying candidates to fill officer vacancies.

Curriculum Review: The Lakeside Campuses (LSC) Curriculum Review Committee and the Health Sciences Campus (HSC) Curriculum Review Committee are standing committees of the Council of Graduate School Programs. These committees serve as advisory committees to the Council in all matters of curriculum: new courses, changes to existing courses, program modifications, and new programs. Each committee shall be chaired by a member of the Council and four additional members shall be appointed by the Chair in consultation with the Executive Committee. Members shall serve two-year renewable terms. The function of these committees shall be to evaluate, analyze, and determine the appropriateness of any new programs or courses, or of changes in existing programs, proposed to the Graduate School by departments or programs which offer a graduate degree. With the exception of new programs, the Associate Dean shall have the discretion to determine that a proposed change is sufficiently minor that it does not require full review by the committee, the respective Graduate Council, and/or the full Graduate Council. The chairs of both committees work together if a course, programmatic change, or proposal is interdisciplinary in nature and draws from both campuses.

For review of course changes, new courses, changes to existing programs, program modifications, or new programs, the Curriculum Review Committee(s) will follow guidelines attached as Appendix A to these by laws. These guidelines may be changed by a majority vote of the Council.

Awards Committee: The Awards Committee shall recommend recipients of the following awards:

Graduate Faculty Member of the Year, Dissertation/Thesis of the Year, Commencement Speakers, Honorary Degree Recipients, Graduate Student Social Justice and Civic Engagement Award, Graduate Student Teaching Excellence Award, Diversity Award, and such other awards as may from time to time be instituted. This committee shall consist of no fewer than three and no more than five members. The chair will be selected by the Executive Committee and members will be nominated by the Committee Chair and approved by the Executive Committee. Members shall serve two-year renewable terms. Membership shall represent as many disciplines and campuses as feasible. The Chair of the Awards Committee shall be a member of the Executive Committee.

Ad Hoc Committees: These committees shall be appointed and charged with specific duties by the Chairperson of the Council in response to recommendations by the Council in consultation with the Executive Committee. Chairs of these committees ordinarily are members of the Council, but members may be drawn from the Graduate Faculty at large.

## **IV. Representation**

### **A. Membership**

1. Each Department and/or degree granting center offering a graduate degree within the Graduate School shall have one voting representative on the Council. This representative shall be selected by each unit in a manner determined by that unit. Normally, the representative should be either the Chair of that unit, or the Graduate Program Director. The representative must be a member of the Graduate Faculty. In some cases, a department/degree-granting center may have more than one distinct graduate program and thus more than one graduate program director. In those cases, these graduate program directors may be included as non-voting members for the purpose of information sharing. Such individuals will be considered ex-officio members.
2. The Dean of the Graduate School shall serve as an ex-officio nonvoting member of the Council.
3. The Dean of the Graduate School may appoint Graduate School staff from among the Associate Deans and Assistant Deans to serve as ex-officio, nonvoting members of the Council.
4. The nonvoting members shall have full privileges of speaking, but shall be ineligible to serve as Officers of the Council. There shall be four student members of the Council with full voting privileges.
5. Unless otherwise determined by the council, students shall serve a two year term, with two students selected annually. The Dean of the Graduate School shall select the student members in consultation with the Executive Committee, and with an attempt to balance representation by campus and School.

### **B. Officers**

1. A Nominating Committee, described above, shall secure the names of available and interested Council members for elections. This committee shall call for nominations at the February meeting and present a slate of officers and representatives at the April meeting.
2. Nominations shall also be accepted from the floor.

3. When there is more than one candidate for a given position, voting shall be by secret ballot. In this event the Dean of the Graduate School shall conduct the election.
4. Newly elected officers shall assume their duties at the conclusion of the last meeting of the year.

## **V. Meetings**

A minimum of four meetings of the Council shall be scheduled each year, usually in October, November, February, and April.

## **VI. Procedures**

A. The Council shall conduct its meetings according to Robert's Rules of Order.

B. The members of the Council are expected to:

1. Attend and participate in Council meetings.
2. Establish regular procedures for consulting the faculty who contribute to the graduate programs of their respective Departments.
3. Represent to the Council the concerns of their faculty.
4. Report actions of the Council to their respective Departments.

C. The agenda shall be determined by the Chairperson in consultation with the Executive Committee and the Dean of the Graduate School and shall be distributed at least five days before a scheduled meeting. Minutes shall be distributed in advance of the next scheduled Council meeting and shall be voted on at such a meeting.

## **VII. Amendments**

A. The Constitution and the by-laws may be amended by a two-thirds majority of the voting membership.

B. An amendment shall be voted on at the duly scheduled meeting following the one in which it is proposed. Discussion and modification may take place on both occasions.

C. If fewer than two-thirds of the members are present when the vote is to be taken, and if a majority of those present agrees, the voting may be conducted by a mail ballot.