Constitution of the Academic Council of the School of Human Kinetics and Recreation

Approved by School of Human Kinetics and Recreation Academic Council, November 12, 2014

1. Function of the Academic Council

1.1 The function of the Academic Council of the School of Human Kinetics and Recreation is to approve, for recommendation to the Senate, all regulations, courses and programmes of study of the School of Human Kinetics and Recreation, and to discuss and make recommendations upon any other academic matter affecting the School. As well, the Academic Council shall establish bylaws and procedures as are deemed necessary for the conduct of School and Academic Council business.

2. Membership in the Academic Council

2.1 Voting membership in the Academic Council shall be accorded to:

a) The President, Provost and Vice-president (Academic), and the Registrar or delegates
b) The Dean of Graduate Studies or delegate
c) The Librarian or delegate
d) All ranks of professors and full-time lecturers with a primary or joint appointment in the School of Human Kinetics and Recreation
e) All academic staff members in Co-operative Education in the School of Human Kinetics and Recreation
f) A representative from Distance Education, Learning and Teaching Support (DELTS)
g) Delegates of other faculties, schools and divisions as determined by the Bylaws and Procedures of the Academic Council of the School of Human Kinetics and Recreation
h) One student delegate elected by and from those undergraduates admitted into the School of Human Kinetics and Recreation Undergraduate Programme
i) One graduate student delegate elected from those enrolled in the School of Human Kinetics and Recreation Graduate Programme

2.2 Non-voting membership in the Academic Council shall be accorded to:

a) Representative from Athletics
b) Representative from Allied Health Services
c) Academic program officer

2.3 The tenure of office for a student delegate shall be one year. Delegates shall be eligible for re-election.
3. **Quorum**

3.1 Quorum shall be 40% which shall include at least 50% of the membership from Section 2.1 d) and e).

3.2 If quorum is not reached at a meeting, an electronic vote over secure e-mail can take place as long as the requirements from 3.1 are reached.

4. **Officers**

4.1 Officers of the Academic Council shall consist of the Dean of the School of Human Kinetics and Recreation as Chairperson, an elected Vice-Chair and an elected Secretary. Elections shall take place annually at the regular June meeting and terms will be two years.

5. **Formal Liaison with other Bodies**

5.1 In the event that other Academic Councils invite delegates from the School of Human Kinetics and Recreation to attend their meetings, these delegates shall be elected annually.

5.2 Such delegates shall be full-time academic appointees in the School of Human Kinetics and Recreation.

6. **Committees of the Academic Council**

6.1 The Academic Council shall have power to establish committees and confer on those committees such powers as are required to carry out the functions of the Council.

7. **Amendments to Constitution**

7.1 The Academic Council shall have the power to recommend to Senate that the constitution be amended.

7.2 To be adopted by the Academic Council, amendments must receive the approval of greater than 2/3 of the members present at the meeting, provided that the members present constitute a quorum, that the proposed amendment has been given at the previous regular meeting of the Academic Council, and the proposed amendment has been submitted in writing and circulated to all members not less than 14 calendar days prior to the meeting of the Academic Council.

7.3. Amendments or additions to the By-Laws and Procedures require a two-thirds majority of those voting provided that the proposed by-law or amendment has been submitted in writing and circulated to all members not less than ten calendar days prior to the meeting of the Academic Council.
By-Laws and Procedures of the School of Human Kinetics and Recreation

General:

1. The Dean of the School of Human Kinetics and Recreation shall hold membership (ex-officio) on all Committees of the Academic Council.

Meetings:

1. Regular meetings of the Academic Council shall take place once per month from September through June.
2. The Chair, in consultation with the other officers of the Academic Council, is responsible for the preparation and circulation of the Agenda for the meetings.
3. Regular meetings have a limit of one hour. However, by majority vote, a maximum of two extensions of 15 minutes each shall be permitted.
4. Special meetings may be called by the Chair or upon a petition of ten percent of the voting membership of the Academic Council.