

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

CONSTITUTION AND BYLAWS OF THE ACADEMIC COUNCIL OF THE FISHERIES AND MARINE INSTITUTE

FUNCTIONS OF THE ACADEMIC COUNCIL:

The functions of Academic Council of the Fisheries and Marine Institute (hereinafter referred to as the Marine Institute) shall be:

To approve for recommendation to the Senate, by the normal routes for Undergraduate and Graduate programs, all degree regulations, courses, programs of study and candidates; and to approve all regulations, courses, programs of study and candidates for diplomas and certificates.

MEMBERSHIP OF THE ACADEMIC COUNCIL:

The membership of Academic Council shall be:

- (a) Of the Marine Institute: The Vice President, the Associate Vice President Academic and Student Affairs, the Head and Assistant Head of each School the Director (or duly specified designate) of the centres offering courses in a technical certificate or diploma program.
- (b) All full-time faculty members of the Marine Institute;
- (c) Student Representatives to a number not to exceed 10% of the members of the Academic Council in category (b) at the commencement of the fall semester;
- (d) Of the University: the President, the Provost and Vice-President (Academic), the Librarian, and the Registrar or designate. Of the Marine Institute: the Registrar, the Director of Student Affairs and the Librarian;
- (e) Faculty members holding a joint appointment with other Faculties and Schools;
- (f) Delegates of and cross appointments from other Faculties and Schools (non-voting members).

MEETINGS:

Regular meetings of Academic Council shall normally take place once a month on a day to be specified by the By-laws.

QUORUM:

Twenty members from the total membership, as defined in sections (a), (b) and (c) of the Membership of Academic Council, of which the majority will be from (b).

OFFICERS:

Officers of Academic Council shall consist of the Chair, who shall be the Vice President; the Vice-Chair, who shall be the Associate Vice President Academic and Student Affairs; the Chair of the Undergraduate Studies Committee; the Chair of the Graduate Studies Committee and the Secretary, who shall be the Marine Institute Registrar.

POWERS AND DUTIES:

The powers and duties of Academic Council shall be to:

- approve for recommendation to the Senate all degree regulations courses, programs of study and candidates for

degrees of the Marine Institute;

- approve all new programs and any changes to existing programs and candidates for certificates and diplomas offered under the auspices of the Marine Institute;
- approve all regulations and policies governing courses and programs offered under the auspices of the Marine Institute;
- deliberate on all academic matters of the Marine Institute;
- conduct the examinations of the courses in the Marine Institute for all programs and review the results of such examinations;
- elect members of all standing committees and chairs of such committees on the recommendation of a Nominating Committee. Additional nominations for committees may be received from any member of the Academic Council for any standing committee;
- consider all reports submitted by the committees and subcommittees of the Academic Council;
- make rules and regulations for governing the proceedings of Academic Council and its committees;
- consider any other matters as it determines necessary and report these to Senate.

COMMITTEES:

- (a) Academic Council shall establish standing committees as it deems appropriate and shall determine the Terms of Reference of such standing committees;
- (b) Academic Council may establish ad hoc committees and may delegate to such committees whatever functions it deems necessary.

BY-LAWS

By-laws may be amended by two-thirds majority of those present and voting provided that notice of motion has been given at the previous meeting of Academic Council or in writing and circulated to all members not less than ten calendar days prior to the meeting of Academic Council.

AMENDMENTS TO THE CONSTITUTION:

Recommendations for amendments to the Constitution shall be by a two-thirds majority of those present and voting provided that notice of the proposed amendment has been given at the previous regular meeting of Academic Council and that the proposed amendment has been submitted in writing and circulated to all members not less than fourteen calendar days prior to the meeting of Academic Council.

Approved by Senate on February 16, 2016

Approved by Board of Regents on May 19, 2016