

## **CONSTITUTION OF THE ACADEMIC COUNCIL**

### **SCHOOL OF MUSIC**

#### **I. FUNCTIONS**

The functions of the Academic Council of the School of Music shall be to approve, for recommendation to the Senate, all regulations, courses and programs of study of the School of Music, and to discuss and make recommendations upon any other academic matter affecting the School.

#### **II. MEMBERSHIP**

- 1) The voting membership of the Academic Council shall be
  - a) The Dean of the School, any Associate or Assistant Dean and all other persons holding full-time or tenurable appointments in the School of Music as Professor, Associate Professor, Assistant Professor, Lecturer, Instructor or Artist-in-Residence.
  - b) the President, the Provost and Vice-President (Academic), the Registrar (or delegate).
  - c) Two undergraduate students to be nominated by the Student Music Society and two graduate students (one to be nominated by the Master of Music students and one to be nominated by the Ethnomusicology students). The term of office for a student delegate shall be one year and a student delegate is eligible for re-appointment.
- 2) The non-voting membership of the Academic Council shall be
  - a) One representative from each of the Faculties of Arts, Science, Business, and the School of Human Kinetics and Recreation.
  - b) One representative from the Faculty of Education (Music Education Section).
  - c) The Music Librarian or delegate.
  - d) The Academic Council may invite other Councils to nominate one representative to the Academic Council of the School of Music.
  - e) Others whom the Academic Council may decide to admit.

### III. COMMITTEES

1. The Academic Council shall establish such Standing Committees as it deems appropriate and determine the Terms of Reference of such Standing Committees.
2. The Academic Council shall have the power to establish *ad hoc* committees and to delegate to these committees whatever functions it deems appropriate.
3. In the event that other Councils invite representatives from the School of Music to attend their meetings, those representatives shall be chosen annually by election.

### IV. OFFICERS

The officers of the Academic Council shall be the Dean of the School of Music as Chair, an elected Vice-Chair and an elected Secretary. Elections shall take place annually at the regular September meeting.

### V. MEETINGS

1. Meetings of the Academic Council shall be held as stated in the By-Laws.
2. A quorum of the Academic Council shall be 50% of the membership described in II.I(a) who are not on leave.

- VI. By-Laws may be introduced and amended only at a regular meeting of the Academic Council, by a two-thirds majority of those present and voting providing that the proposed By-Law or amendment has been submitted in writing and circulated to all members not less than fourteen days prior to the meeting.

### VII. AMENDMENTS TO THE CONSTITUTION

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

## **BY-LAWS OF THE ACADEMIC COUNCIL SCHOOL OF MUSIC**

### **1.0 MEETINGS**

- 1.1 The Academic Council shall ordinarily meet three times each academic year on a schedule that assures that the necessary business of the School be completed in a timely manner.
- 1.2 Special meetings may be called by the Dean, or upon petition in writing of at least five members of the Council. Notice and Agenda for a special meeting must be circulated at least four days in advance of the meeting.
- 1.3 The office of the Dean shall be responsible for the preparation and circulation of the Agenda for all meetings at least four days in advance of the meeting.
- 1.4 Joint meetings of the Academic Council may be held with any of the Councils of other Schools, Faculties or Divisions in the University when deemed desirable by the officers of the Academic Council of the School of Music and the appropriate officials of the other School, Faculty or Division.
- 1.5 The first meeting of the academic year shall be designated as the meeting for election of members to Standing Committees.
- 1.6 Votes may be held electronically when necessary. The Dean shall send out the call for an e-vote with the votes to be returned to the Secretary of Council. Not voting will be interpreted as a vote in favour of the motion.

### **2.0 STANDING COMMITTEES**

#### **2.1 Nominating Committee**

- 2.1.1 There shall be a Standing Nominating Committee, charged with the responsibility of preparing lists of nominees for all elective offices and standing committees of the Academic Council as well as lists of nominees to serve as representatives of Council on such University bodies as require School of Music representation in other than an *ex officio* capacity.
- 2.1.2 The Nominating Committee shall consist solely of a Nominating Officer.
- 2.1.3 The Nominating Officer shall ask members of the Academic Council for nominees to standing committees at least one month before presenting nominations to the Council. Members of Council may nominate themselves or other Council members for seats on specific standing committees.



- 2.1.4 The written consent of all nominees for committee positions, including those nominated from the floor, shall be secured before their names shall be put forward.
- 2.1.5 The Nominating Officer shall circulate its list of nominees for committees to all members of the Academic Council at least one week before the meeting of Council at which they are to be presented.
- 2.1.6 Election to all standing committees shall be by secret ballot. A simple count of the votes shall determine the results.
- 2.1.7 Members of all standing committees who are elected by Academic Council shall serve a term of two consecutive years. Student members will serve a term of one year.
- 2.1.8 Vacancies on committees shall be announced to members of the Council as they occur, be entered in the Minutes, and dealt with in the same manner as original nominations, except that the Nominating Officer shall ask members of the Council for nominations at least two weeks before presenting nominations in Council.
- 2.1.9 The Dean of the School shall be *ex officio* member of all standing committees, except the Nominating Committee, and in the case of the Committee on Student Admissions the Dean shall be the Chair.
- 2.1.10 Special committees and *ad hoc* committees may be appointed by the Academic Council and/or the Dean from time to time as may be deemed desirable or necessary.
- 2.2.0 Committee on Undergraduate Studies
- 2.2.1 The Committee on Undergraduate Studies is charged with such functions as are assigned to it by the Academic Council through University regulations, and with the approval for recommendation to the Council of all changes in student admission requirements, course offerings and programs, as well as new or amended academic regulations governing the School of Music. Within the policies established by the Council, the Committee shall function jointly with the Registrar as the principal executive, advisory and appellate body. The Committee shall be responsible for developing adequate liaison with the Undergraduate Studies Committees of other Councils and of the Senate.
- 2.2.2. The membership of the Committee on Undergraduate Studies shall be four faculty members elected by the Academic Council, the Dean of the School of Music, the Registrar or delegate, and two students nominated by the Student Music Society, one of whom must be an undergraduate. The Committee shall elect a chair from among its members at the first meeting following elections each year.

**2.3.0 Committee on Undergraduate Student Admissions**

**2.3.1 The Committee on Undergraduate Student Admissions is charged with the responsibility of recommending to the Registrar suitable candidates for admission to the music degree program in accordance with admission policies and requirements as established by the Academic Council.**

**2.3.2 The membership of the Committee on Undergraduate Student Admissions shall be the Dean of the School of Music as Chair, and three faculty representatives, to be elected by the Academic Council, one from each of the following sub-disciplines in the School: applied, musicologies, and theory/composition. Terms of office shall be two years.**

**2.4.0: Committee on Graduate Studies (MMus)**

**2.4.1 The Committee on Graduate Studies (MMus) is charged with the development and evaluation of the curriculum of the Master of Music degree, and with initiating and making recommendations to the Academic Council of the School of Music regarding additions and amendments to the academic regulations pertaining to the program.**

**2.4.2 The Committee on Graduate Studies (MMus) will be responsible for making decisions on appeals for waiver of Master of Music degree regulations, and will perform such additional functions as are assigned to it by the Dean and the Academic Council of the School of Music in accordance with the policies and regulations of the School of Graduate Studies.**

**2.4.3 The membership of the Committee on Graduate Studies (MMus) shall be three faculty members elected by the Academic Council of the School of Music; one graduate student to be elected by the students in the Master of Music program; and the Associate Dean or designate as Chair.**

**2.5.0: Committee on Graduate Student Admissions (MMus)**

**2.5.1 The Committee on Graduate Student Admissions (MMus) is charged with the responsibility of recommending to the School of Graduate Studies suitable candidates for admission to the Master of Music degree program in accordance with admission policies and requirements as established by the Academic Council of the School of Music.**

**2.5.2 The membership of the Committee on Graduate Student Admissions (MMus) shall be the Associate Dean of the School of Music or designate as Chair; and three faculty representatives to be elected by the Academic Council, one from each of the following three sub-disciplines in the School: applied, conducting, and musicologies or theory/composition. Terms of office shall be two years.**



**2.6.0: Interdisciplinary Advisory Committee (Ethnomusicology)**

**2.6.1** The Interdisciplinary Advisory Committee is responsible for the development and evaluation of the curriculum of the M.A. and Ph.D. degrees in Ethnomusicology, and with initiating and making recommendations to the Academic Council of the School of Music regarding additions and amendments to the academic regulations pertaining to these degrees.

**2.6.2** The Interdisciplinary Advisory Committee is charged with the responsibility of recommending to the School of Graduate Studies suitable candidates for admission to Ethnomusicology graduate degree programs in accordance with admission policies and requirements as established by the Academic Council of the School of Music. In addition, the Committee is responsible for approving major research paper and thesis proposals, for ratifying comprehensive exam results, and for making decisions on student appeals for waiver of regulations in the Ethnomusicology degree programs. The Committee will perform such other functions as are assigned to it by the Dean and the Academic Council of the School of Music in accordance with the policies and regulations of the School of Graduate Studies.

**2.6.3** The membership of the Interdisciplinary Advisory Committee shall normally be two faculty members elected by the Academic Council of the School of Music, two faculty members selected by the Department of Folklore; one graduate student to be elected by the graduate students in the Ethnomusicology program; and the Dean or designate as Chair.

**2.7.0: Awards Committee**

**2.7.1** The Awards Committee is charged with identifying candidates from among the School of Music faculty for major internal and external awards.

**2.7.2** The Awards Committee will prepare nominations for awards in conjunction with the nominees (as appropriate) and with the support of the Office of Research.

**2.7.3** The Awards Committee will consist of the Nominating Officer and the Dean or designate.