

UNIVERSITY OF WISCONSIN OSHKOSH
GRADUATE COUNCIL BYLAWS
(December 1, 2017)

Article I. Graduate Council

Section 1. Membership and Leadership.

The Graduate Council is a body representative of the University's graduate programs. The Graduate Council consists of:

- A. Coordinators of graduate degree programs will serve on the Graduate Council as voting members. Graduate program coordinators' terms on the Graduate Council are indefinite and concurrent with their term as coordinator for their respective program.

Each Graduate Program Coordinator may identify an alternate who will serve in lieu of the Graduate Program Coordinator on the Graduate Council and its subcommittees.

- B. One graduate students nominated by the Graduate Council and appointed by the Oshkosh Student Association (OSA) to serve as voting members in the Graduate Council. The term shall follow the 9-month academic calendar year starting from September 1.
- C. One graduate faculty member or administrative appointee who holds graduate faculty status from each college shall be chosen by the College Dean. The Dean's Representatives will serve as voting members on the Graduate Council and will serve during the 9-month academic calendar year starting from September 1.
- D. Dean of Graduate Studies and the Director of Graduate Studies, who are ex-officio non-voting members.
- E. A Chairperson serves for a three-year term. Elections are held during the spring semester in the last year of a Chairperson's term. The candidate who receives the largest number of votes from Graduate Council members in attendance for the election becomes Chairperson.

The term for the Chairperson shall follow the 9-month academic calendar year starting from September 1.

The Chairperson's responsibilities are described in the Faculty Handbook and consist broadly of: leading Graduate Council meetings, chairing the Executive Committee, creating task force as needed, representing Graduate council on university and college committees, collaborating with program coordinators as needed.

The Chairperson is a voting member of the Graduate Council. The chair only votes to create a tie or break a tie on a motion.

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Section 2. Rights and Responsibilities.

The Graduate Council is responsible for formulating the policies concerning the graduate programs of the University of Wisconsin Oshkosh. It serves as an advisory body to the Provost and Vice Chancellor of Academic Affairs and to the Dean of Graduate Studies concerning the implementation of these policies. The Graduate Council has the function and power to:

- A. Establish goals, directions, and standards at the University of Wisconsin Oshkosh to promote quality and consistency in standards in graduate education.
- B. Provide oversight in developing, executing, or implementing the strategic plan for graduate studies and initiatives, action steps, or activities necessary to achieve the goals of the strategic plan.
- C. Advise the Provost and Vice Chancellor for Academic Affairs and the Dean of Graduate Studies on matters related to planning and coordinating graduate education.
- D. Suggests that the Provost and Vice Chancellor for Academic Affairs and the Dean of Graduate Studies support specific actions to be undertaken on matters of concern to the Graduate Council.

Section 3. Meetings

- A. The Graduate Council shall hold regular meetings once per month during each semester during the 9-month academic year.
- B. The Chairperson has the discretion to call a special meeting of the Graduate Council as needed or when 25% or more of the Graduate Council members request a special meeting.
- C. As a public agency, the Graduate Council at the University of Wisconsin Oshkosh is subject to the state's open meeting law (19.81 et seq., Wis. Stats.). This law requires advance notice of meetings of the governance organizations and certain University committees; the law also restricts and limits the circumstances under which these "governmental bodies" may meet in closed session.
- D. Minutes of the proceedings of the Graduate Council shall be recorded, maintained, and distributed through the Office of Graduate Studies.
- E. In order to conduct business, a quorum, which consists of a majority of voting members, must be present.

Article III. Committees

Members of the Graduate Council or their alternates shall serve on Graduate Council standing and special committees when duly selected or by procedures established in these bylaws, by the Graduate Council, by the Dean of Graduate Studies, or by the committees.

Section 1. Executive Committee

- A. The Executive Committee shall be composed of a representative from each College, the Chairperson, and the Director of Graduate Studies (ex-officio), and the Dean of Graduate Studies (ex-officio). The membership shall be approved annually by the Graduate Council at its first fall meeting,

The term for an Executive Committee member shall coincide with the period covered by a standard nine-month contract for each academic year.

- B. The Executive Committee meets at the call of the Chairperson. The Executive Committee shall:
1. Serve as a planning and advisory resource to the Graduate Council Chairperson regarding administrative policies and procedures, programs, and current issues facing the Office of Graduate Studies.
 2. Review and as needed amend the by-laws every 5 years..
 3. Oversee the completion of an annual report for the Office of Graduate Studies.
 4. Act on matters that require resolution prior to the next regular meeting of the Graduate Council. Such decisions are subject to the review of the full Council.
- C. When a student requests an exemption from a Graduate Studies policy, and the Office of Graduate Studies does not grant the exception, the Executive Committee will serve as the initial level of review if the student appeals the ruling of the Office of Graduate Studies.
- D. The Chairperson (or a designee) shall make an oral report on the Executive Committee's most recent actions at the next regular meeting of the Graduate Council.

Section 2. Curriculum Approval Committee

- A. The Curriculum Approval Committee (CAC) shall be composed of a Graduate Council member from each College. The membership is determined annually at the first fall meeting of the Graduate Council. The Chairperson of the committee shall be elected by the committee members.
- B. The CAC shall have the authority and responsibility to approve or not approve changes in curricula, program reviews, program credit requirements, and admissions criteria; make decisions that support program quality and consistency of standards in the graduate programs and review other curricular matters; and report actions to the Graduate Council. If the committee cannot reach a majority decision regarding any action or a voting member of GC requests a review by the full Graduate Council, the full Graduate Council will review the action and vote to come to a decision.
- C. New program development and approval will be within the larger Graduate Council.
- D. The committee shall meet at the call of the CAC Chairperson and may conduct business in person or electronically.
- E. The CAC Chairperson (or designee) shall make an oral report on the committee's most recent actions at the next regular meeting of the Graduate Council.

Section 3. Distinguished Research Award Review Committee

- A. Distinguished Research Award Review Committee members are selected and approved annually at the first meeting of the Graduate Council and shall be composed of a Graduate Council member from each College. The Chairperson of the committee shall be elected by the committee members.
- B. The committee shall have the authority and responsibility to:
 - 1. Select the University's most distinguished thesis, clinical paper, or field report each year
 - 2. Select the University's most distinguished scholarship by graduate students who did not complete a thesis, clinical paper or field project each year
 - 3. Review graduate student nominees for the Midwest Association of Graduate Schools (MAGS) annual competition and select the University's nominee
 - 4. Review and revise the selection criteria for the various graduate scholarship awards when necessary, with recommended changes to be approved by the full Graduate Council.
- C. Meet at the call of the Chairperson and may conduct business in person or electronically.

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- D. The Chairperson (or designee) shall make an oral report on the committee's most recent actions at the next regular meeting of the Graduate Council.

Section 4. Graduate Studies Travel Fund Review Committee

- A. Graduate Studies Travel Fund (GSTF) Review Committee members are selected and approved annually at the first meeting of the Graduate Council and shall be composed of one Graduate Council member from each College. The Chairperson of the committee shall be elected by the committee members.

When there are no funds in the Graduate Studies Travel Fund, the Graduate Council Chairperson shall suspend this committee for the academic year.

- B. The committee has the authority and responsibility to
 1. establish criteria for use of the Graduate Studies Travel Fund
 2. develop, and revise as needed, the process for submitting requests for Graduate Studies travel fund.
 3. approve or deny requests for Graduate Studies Travel Funds
- C. The committee shall meet at the call of the Chairperson and may conduct business in person or electronically.
- D. The Chairperson (or designee) shall make an oral report on the committee's most recent actions at the next regular meeting of the Graduate Council.

Section 6. Other Committees

The Chairperson of the Graduate Council may establish ad hoc committees for limited terms as needed to address specific questions and concerns of the Graduate Council. Such ad hoc committees will report their findings and/or recommendations back to the Graduate Council.

Article IV. Reviewing and Amending the Bylaws

These bylaws are amended by a majority vote of all eligible voting members of the Graduate Council. The Executive Committee shall review these bylaws every five years and recommend changes to the Graduate Council.

Standard practice shall be that the Executive Committee presents its recommendations at a Graduate Council meeting as a discussion item and revises the recommendations, giving consideration to the suggestions and concerns of Graduate Council members. The Executive Committee can then present its revised recommendations as a discussion item at the next meeting, or as a decision item for a vote.

Any voting member of the Graduate Council may request a waiver of one reading/discussion and/or one meeting.

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A majority vote of all voting members in attendance of the Graduate Council is needed to grant the waiver. The final vote for any change(s) may be held at a meeting or through written or electronic ballot. At the discretion of the Chairperson, the vote can be for all changes *in total* or for individual changes one by one.

Article V. Parliamentary Authority

The current edition of the *Sturgis Standard Code of Parliamentary Procedure* governs this organization in all parliamentary situations that are not provided for in the law or in the charter, bylaws, or adopted rules.