

## TABLE OF CONTENTS

|              |  |    |
|--------------|--|----|
| PREFACE      | THE BRANDON UNIVERSITY ACT.....  | i  |
| SECTION I    | ELECTIONS.....   | 1  |
| (A)          | Election of Faculty Members to the Senate.....   | 1  |
| (B)          | Election of Student Representatives to the Senate .....  | 1  |
| (C)          | Assumption of Office.....  | 2  |
| SECTION II   | MEETINGS AND QUORUM .....  | 2  |
| SECTION III  | AGENDA, CONDUCT AND MINUTES OF MEETINGS .....  | 3  |
| SECTION IV   | ELECTION AND DUTIES OF CHANCELLOR.....   | 4  |
| SECTION V    | ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS.....  | 4  |
| SECTION VI   | FACULTY/SCHOOL COUNCILS .....  | 5  |
| SECTION VII  | GENERAL FACULTY COUNCIL .....  | 6  |
| SECTION VIII | COMMITTEES OF SENATE.....  | 7  |
| (A)          | General Regulations on Committees.....   | 7  |
| (B)          | The Executive Committee of Senate .....  | 8  |
| (C)          | The Curriculum and Academic Planning Committee of Senate (CAP) .....   | 8  |
| (D)          | The Non-credit Certificate Program Committee of Senate .....   | 9  |
| (E)          | The Undergraduate Student Appeals Committee of Senate .....  | 9  |
| (F)          | The Graduate Studies Committee of Senate.....  | 10 |
| (G)          | The Library Committee of Senate.....   | 11 |
| (H)          | The Scholarships, Bursaries, Medals and Awards Committee of Senate .....   | 11 |
| (I)          | The Athletic Awards Committee of Senate.....   | 12 |
| (J)          | The Senate Research Committee (the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee)..... | 12 |
|              | Brandon University Research Ethics Committee (BUREC).....  | 13 |
|              | Brandon University Animal Care Committee (BUACC) .....   | 14 |
|              | Brandon University Biosafety Committee (BUBC) .....  | 15 |
| (K)          | The Knowles Visiting Professorship Committee of Senate .....   | 16 |
| (L)          | The International Activities Committee of Senate .....   | 16 |
| (M)          | Indigenous Education Committee of Senate .....   | 16 |
| SECTION IX   | AD HOC COMMITTEES OF SENATE.....   | 18 |
| (A)          | General.....   | 18 |
| (B)          | Membership .....   | 18 |
| (C)          | Terms of Reference.....  | 18 |
| (D)          | Meetings.....  | 18 |
| (E)          | Dissolution .....  | 18 |
| SECTION X    | PROCEDURES FOR AMENDING THE BYLAWS .....   | 18 |

## PREFACE

## THE BRANDON UNIVERSITY ACT

S.M. 1998 Chapter 48

Effective July 1, 1998 (Amended)

14(1) The Senate of the University is continued, consisting of the following members:

- (a) the Chancellor of the University;
- (b) the President of the University;
- (c) the Vice-Presidents of the University;
- (d) the Deputy Minister of the department whose minister is responsible for *The Advanced Education Administration Act*, or his or her designate;
- (e) the Deans of each Faculty and School in the University;
- (f) the Director of the Educational Technology Unit or, if there is none, the person exercising comparable functions;
- (g) the Chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions;
- (h) the University Librarian or, if there is none, the person exercising comparable functions;
- (i) the Dean of Students or, if there is none, the person exercising comparable functions;
- (j) one member of the Board appointed by the Board;
- (k) one representative from each Faculty or School who has been on the staff of the University for at least two years, elected by and from the staff of that faculty or school;
- (l) six professors or associate professors of the University, elected by the professors, associate professors, assistant professors and lecturers;
- (m) two assistant professors or lecturers of the University who have been on the staff of the University for at least two years elected by the professors, associate professors, assistant professors and lecturers;
- (n) one member of the rank of professional associate of the University elected by the members of that rank;
- (o) eight students elected or appointed as follows:
  - (i) one appointed by the executive of the Brandon University Student's Union (BUSU) who is a member of that executive;
  - (ii) one elected from each Faculty or School of the University;
  - (iii) the remainder elected from the student body of the University at large.

14(2) **Disputes about membership**

If there is a dispute as to who qualifies for membership on the Senate under clause (1)(f), (g), (h) or (i), the matter shall be referred to the minister responsible for *The Advanced Education Administration Act* or his or her designate for a decision, and the decision of the minister or designate is final and binding on the Senate.

- 14(3) **Two or more positions**  
A member who holds more than one position on the Senate is entitled to only one vote on any matter before the Senate.
- 15(1) **Term of office**  
Elected and appointed members of the Senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed.
- 15(2) **Term of student members**  
Student members of the Senate are to hold office for one year, beginning on the 1<sup>st</sup> day of July of the year in which they are elected.
- 15(3) **Term of *ex officio* members**  
*Ex officio* members referred to in clauses 14(1)(a) to (i) are to hold office until they cease to hold the positions that qualify them for membership.
- 15(4) **Eligibility to be re-appointed or re-elected**  
Elected or appointed members of the Senate may serve multiple terms, but normally not more than four years consecutively.
- 16(1) **Filling vacancies**  
When an elected or appointed member's position on the Senate is vacant, the Senate shall inform the body that elected or appointed the member of the vacancy and that body shall promptly elect or appoint a successor to hold office for the remainder of the term.
- 16(2) **If new appointment not made**  
If the body does not elect or appoint a successor within 90 days after the Senate gives it notice of a vacancy, the Senate may itself appoint a successor.
- 17 **Remuneration**  
The members of the Senate shall not receive remuneration for performing their duties as members, but the Senate may reimburse them for their reasonable expenses.
- 18(1) **Chair**  
The President of the University shall be the chair of the Senate.
- 18(2) **Acting chair**  
If the President of the University is absent or unable to act as chair, the Vice-President (Academic and Provost) or, in his or her absence, an Academic Dean appointed by the President, shall be the chair at meetings of Senate.
- 18(3) **Secretary**  
The Registrar of the University or, if there is none, the person exercising comparable functions shall be the Secretary of the Senate.
- 19(1) **Meetings**  
The Senate shall meet at least four times a year and may meet more often if its rules so provide.
- 19(2) **Special meetings**  
The Secretary of the Senate shall call special meetings at the request of the Chair or at the written request of at least four members of the Senate.
- 20(1) **Senate responsible for Academic Policy**  
The Senate is responsible for the Academic Policy of the University.

20(2) **Powers of the Senate**

Without limiting subsection (1), the Senate may

- (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum;
- (b) elect the Chancellor of the University;
- (c) appoint any standing and other committees that it considers necessary;
- (d) consider and determine all courses of study, including requirements for admission, examination and graduation;
- (e) recommend to the Board the establishment of additional faculties, schools, departments, chairs and courses of instruction;
- (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the University, and the persons to whom they are to be granted;
- (g) award scholarships, medals and prizes;
- (h) make rules and regulations respecting the academic conduct and activities of students;
- (i) consider and make recommendations to the Board about any other matters that the Senate considers appropriate for achieving the objects and purposes of the University.

20(3) **Delegation**

The Senate may delegate to any standing or other committee of the Senate any of its powers and duties.

**PREAMBLE:** The Faculties and Schools to which reference is made in these Bylaws are:

Faculty of Arts  
Faculty of Science  
Faculty of Education  
Faculty of Health Studies  
School of Music

# BRANDON UNIVERSITY SENATE BYLAWS

## SECTION I ELECTIONS

### (A) Election of Faculty Members to the Senate

The BU Act, S.14(1), (k), (l), (m) and (n)

1. The electorate shall be restricted to academic personnel on half-time or greater appointment.
2. Lists of the electorate by Faculties/Schools, and of those eligible for Senate by Faculties/Schools, shall be prepared by the Secretary of Senate.
3. Elections shall be supervised by the Secretary of Senate.
4. Nominations:
  - a. All nominees must meet the requirements as laid down in the Preface to these Bylaws.
  - b. Each nomination shall be signed by two members of the electorate concerned.
  - c. Nominations shall be submitted in writing to the Secretary and shall be accompanied by a biographical statement of not more than 250 words.
  - d. Persons on leave may not serve on Senate or Senate Committees.
5. Elections for these members of Senate shall be held on the first Monday in March each year.
6. When the seat of an elected member becomes vacant for any reason, the election process shall commence immediately to choose a successor to complete the unexpired portion of the term. Such elections shall be conducted under the terms of the BU Act, S. 16(1), (2).
7. Voting:
  - a. Voting shall be by secret ballot and shall be conducted by the Secretary.
  - b. The vote shall be counted by the Secretary and the recording secretary of Senate who shall certify the results.

### (B) Election of Student Representatives to the Senate

The BU Act, S.14.1 (o), (i), (ii), (iii)

1. Members of BUSU shall constitute the electorate.
2. Lists of the electorate by Faculty/School shall be prepared by the Registrar's Office.
3. Those eligible for Senate election shall be members of BUSU.
4. Elections shall be conducted according to the BUSU election Bylaws and supervised by the Returning Officer of BUSU, who shall be ineligible for election.
5. Elections shall be completed by the end of March.

6. When the seat of an elected student to Senate becomes vacant for any reason, the election/appointment process shall commence immediately to elect a successor to complete the unexpired portion of the term. That process shall be in accordance with Section 16 of the BU Act and the BUSU Constitution and Bylaws.
7. Nominations:
  - a. All nominees under S.14(1), (o), (ii) shall be enrolled in the Faculty/School whose position they are seeking and all nominations shall be signed by ten qualified electors from the Faculty/School concerned.
  - b. Each nomination under S.14(1), (o), (iii) shall be signed by ten qualified electors from BUSU.
  - c. Nomination forms shall be obtainable from BUSU and nominations shall be submitted in writing to the Returning Officer of BUSU.
8. Voting:
  - a. Voting shall be by secret ballot and shall be conducted by the Returning Officer of BUSU.
  - b. The counting of votes shall be supervised by the Returning Officer of BUSU.
  - c. The results of the elections shall be reported to both the Chair and Secretary of Senate.

### **(C) Assumption of Office**

Those members elected under Section I of these Bylaws shall assume office at the next meeting of Senate after appointment to the office.

## **SECTION II MEETINGS AND QUORUM**

1. Regular meetings of the Senate shall normally take place on the Tuesday preceding the third Thursday of June, September, October, November, December, January, February, March and May, and normally outside fall and winter study breaks.
2. Notice of special meetings shall be distributed not less than 48 hours before the meetings.
3. During the Regular Session for both regular and special meetings, a majority of the current members of Senate shall constitute a quorum. During Spring/Summer Session, quorum shall be one-third of the membership plus two.
4. Every regular meeting of the Senate, unless otherwise directed by the Chair, shall begin at 2:00 p.m. and if there be any doubt as to the presence of a quorum, the Secretary may, after the lapse of a quarter of an hour, call the roll, and if a quorum is not present, the Senate shall stand adjourned to the next regular day of meeting, or to a day to be fixed by the Chair.
5. The Senate shall not remain in session longer than 3 hours.
6. Members on Senate may be represented by designated replacements. These replacements may take part in the discussions but may not vote on motions. The Secretary must be advised, in writing, by the member or designate.
7. Any elected member who fails to attend three consecutive meetings without notifying the Secretary of Senate in advance will be removed from office.
8. Senate and Senate standing committee minutes shall contain three sections on attendance: Present, Regrets, and Absent.

9. All documents of Senate shall be free of discriminatory language and shall respect human dignity consistent with the Canadian Charter of Rights and Freedoms.

10. Electronic Voting:

a. Items Eligible for Electronic Vote

The Chair, in consultation with the Secretary of Senate, may designate matters which may be decided by email vote of Senate where:

- i. a decision of a matter is required before the next regularly scheduled meeting of Senate; and
- ii. items in question, in the view of the Chair, are not controversial and do not require extensive background and explanation; and
- iii. it would be impractical, in the view of the Chair, to schedule a special meeting of Senate.

The Chair will endeavour to maintain the procedural integrity expected for Senate decisions, making certain that order is preserved and the business before Senate is dealt with in an appropriate and efficient manner.

b. Electronic Voting Process

The Secretary of Senate will circulate the motion(s) to Senators and open the voting period.

a) The voting period shall normally be a minimum of seven (7) calendar days.

- i. The vote may be conducted via email or other electronic method that authenticates the voters' identities.
- ii. No amendments to the motion(s) are permitted unless permitted by the Chair.
- iii. Quorum for electronic votes shall be reached when a majority of Senators have voted. If quorum is not achieved by the end of the voting period, the period may be extended by a maximum of seven (7) calendar days.
- iv. The Secretary of Senate will announce the results at the end of the voting period.

### **SECTION III                      AGENDA, CONDUCT AND MINUTES OF MEETINGS**

1. The Secretary shall distribute an agenda for each meeting to the members of Senate not less than 48 hours before each meeting of the Senate.
2. Meetings shall be conducted under the usual rules and regulations of parliamentary procedure. In all cases of procedural dispute, *Robert's Rules of Order (Newly Revised)* shall prevail insofar as they do not contradict the Bylaws of the Senate or Standing Orders enacted by that body.

3. Electronic recording of the proceedings of Senate and distribution of such recordings both are prohibited without the express consent of Senate.
4. The Secretary shall keep a written record of proceedings of every meeting of the Senate.
5. The Secretary shall distribute the minutes of meetings of the Senate to all members of Senate. The approved open session minutes will be made publicly available by posting the document to the Senate website.
6. The minutes of each meeting shall be submitted for adoption at the next meeting of the Senate.

## **SECTION IV                    ELECTION AND DUTIES OF CHANCELLOR**

**The BU Act, S(21)**

1. Normally the Executive Committee shall commence searching for a Chancellor at least one year before the incumbent's term of office expires.
2. Any member of the Senate may submit a nomination for the Chancellorship, with supporting information, to the Executive Committee.
3. The Executive Committee shall determine, according to established criteria, a short list of candidates. After ascertaining the willingness of the nominee(s) on the short list to stand as Chancellor, the Executive Committee shall place an agreed-upon short list of candidates before the Senate.
4. If more than one name is submitted to the Senate, an election by secret ballot shall be held at the regular March meeting of the Senate.
5. If only one name is submitted to the Senate, a ratification vote by secret ballot shall be held at the regular March meeting of the Senate.
6. Following the Senate's selection of a new Chancellor, the Senate Executive Committee shall recommend to Senate the beginning of the Chancellor's term of office and a date for the official installation.
7. The Chancellor shall hold office for three years, or until his/her successor is elected, and is eligible for re-election only once.
8. The Chancellor shall be the titular head of the University and he/she shall confer all degrees of the University.
9. The Chancellor is encouraged to attend official functions on behalf of the University.
10. The University may request the Chancellor to serve on Senate and Board Committees as appropriate; the Chancellor may also request a seat on such committees that deal with matters of his/her particular interest.
11. The Chancellor may undertake special projects in keeping with the goals of the University.

## **SECTION V                    ELECTION OF SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS**

**The BU Act, S(5) (2) (d)**

1. The Senate Representatives to the Board of Governors shall be elected by and from the Senators elected under the BU Act, S(14) (1), (k), (l), (m), and (n).

2. Nominations shall be made from the floor of Senate, at the first meeting of Senate in June of each year.
3. In the event of more than one candidate being nominated, elections shall be by secret ballot and shall be conducted by the Secretary and the Chair of Senate, who shall certify the results.
4. The Senate representatives to the Board of Governors shall serve two-year terms and shall be elected in alternate years.
5. Where the seat of a representative to the Board of Governors becomes vacant for any reason, or notice of resignation is given, an election will be held at the next regular scheduled meeting of Senate to choose a successor to complete the unexpired portion of the term.

## **SECTION VI            FACULTY/SCHOOL COUNCILS**

1. Faculty/School Council membership:
  - a. There shall be Faculty/School Councils consisting of employees of the university who hold the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Professional Associate, Administrative Associate, or Instructional Associate, and current sessional instructors who have taught consecutively in the last five years and who have an appointment in the Faculty/School concerned; the President and the University Librarian (or designate) shall be ex-officio members of each Faculty/School Council.
  - b. No person, other than an ex-officio member, shall be a member of more than one Council, except for members of the Joint Department of Music Education who shall be voting members of the Faculty of Education and the School of Music and for members of a council as provided for in Section VI 1. f.
  - c. Any person who teaches in more than one Faculty/School will be a member of the Council in which the majority of the teaching is done; if the teaching loads are equal, the individual will choose the Council to which he/she wishes to belong.
  - d. Two undergraduate student representatives shall sit on the Faculty/School Council as full voting members, one of the students to be the Faculty/School representative on BUSU Council or elected BUSU delegate, the other the student Senate member of the Faculty/School.
  - e. In a Faculty/School with a graduate program, one student, elected by and from the graduate students in the program, shall be a voting member of the Faculty/School Council.
  - f. At the first meeting of each Faculty/School Council in each academic year, the Council may elect additional members; such elections shall require the assent of 2/3 of those present and voting, and shall confer membership for one year.
2. Persons who feel they have been wrongly excluded from a Faculty/ School Council may appeal their case to Senate, whose decision will be final.
3. Faculty/School Councils shall establish their own bylaws concerning the voting rights of members on leave.
4. Voting procedures shall be at the discretion of the Faculty/School Council.
5. All members of the Councils will have full membership rights.
6. The Dean shall chair the appropriate Faculty/School Council.
7. At least two regular meetings of each Faculty/School Council shall be held in each academic year.

8. Special meetings of the Faculty/School Councils may be called at the discretion of the Chair or at the request in writing of four members of the Faculty/School Council.
9. A Faculty/School Council may make recommendations to the Senate or the General Faculty Council.
10. Each Faculty/School Council may establish its own procedures including the creation of such committees as are necessary to fulfill its functions.
11. The Faculty/School Council shall:
  - a. examine any proposed course change or curriculum change;
  - b. make recommendations on any course or curriculum change to the Senate Curriculum and Academic Planning Committee or to the Senate Graduate Studies Committee as appropriate;
  - c. approve a Faculty/School Academic Plan that is aligned with the University Academic Plan within 12 months of the approval of the University Academic Plan by Senate;
  - d. make recommendations to the Senate Committee on Scholarships, Bursaries, Medals and Awards for the awarding of scholarships, bursaries, medals and other prizes; and
  - e. carry on any other academic duties pertaining to the Faculty/School.

## **SECTION VII            GENERAL FACULTY COUNCIL**

1. There shall be a General Faculty Council consisting of:
  - a. the President, who shall be the Chair;
  - b. the Vice-President (Academic and Provost);
  - c. the Vice-President (Administration and Finance);
  - d. the Dean of each Faculty/School;
  - e. the Dean of Graduate Studies;
  - f. the Director of the Centre for Teaching, Learning, and Technology;
  - g. the Director, Information Technology Services;
  - h. the University Librarian;
  - i. the University Registrar;
  - j. the Dean of Students;
  - k. the Director, Recruitment and Retention;
  - l. the Director, Indigenous Peoples' Centre;
  - m. the teaching personnel who are members of the Faculty/School councils;
  - n. Professional Associates, Administrative Associates, and Instructional Associates;
  - o. the Director of Residence Hall Programs; and
2. The General Faculty Council shall elect one of its members as the Vice-Chair.
3. The General Faculty Council shall elect its own Secretary.

4. At least one regular meeting of the General Faculty Council shall be held each year in late August or early September.
5. Special meetings of the General Faculty Council may be called at the discretion of the Chair or at the request in writing of ten members of the General Faculty Council.
6. The General Faculty Council may establish its own procedures including the creation of such committees as are necessary to fulfill its functions.
7. The General Faculty Council shall carry out academic duties which may be presented to it, or which may arise out of its own deliberations, and may make recommendations to Senate.

## SECTION VIII COMMITTEES OF SENATE

### **(A) General Regulations on Committees**

1. In addition to members of the Senate and members specifically identified in these Bylaws, any member of the teaching staff of the University, any Professional or Instructional Associate, and any student is eligible for membership on standing and ad hoc committees of Senate.
2. Standing committees of Senate shall include at least one Senator who shall report to Senate.
3. Where standing committees of Senate specify membership of students, those members will normally be student Senators, unless otherwise specified in these Bylaws. Where no student Senator is available or eligible, then BUSU shall be asked to elect or appoint a student representative to the committee as appropriate.
4. Unless otherwise specified, each committee shall elect its own Chair.
5. Unless otherwise specified, each committee shall designate its own Secretary.
6. Unless otherwise ordered by the Senate, committees shall be empowered to act on and from the date on which members are elected by the Senate.
7. Normally the authority and duties of committees of Senate shall cease on the day prior to the first meeting of the new Senate in each year.
8. Members of Senate standing committees may be represented by designated replacements. These replacements may propose or second motions, and vote on motions. The secretary of the committee must be advised, in writing, by the member or designate in advance of the meeting.
9. Any elected member who fails to attend three consecutive meetings without notifying the chair of the committee in advance will be removed from the Committee. The constituency represented by the member will elect or appoint a replacement as appropriate.
10. The President is an ex-officio member of all Senate committees.
11. Where the Bylaws name the University Registrar as Secretary of a Senate committee, the University Registrar may designate an alternate.
12. Standing committees of Senate will hold their first meeting as soon as possible following the first meeting of Senate and shall meet at least twice a year and report to Senate at least once a year.
13. Quorum at Senate committee meetings shall be a majority of the members excluding the President.

## **(B) THE EXECUTIVE COMMITTEE OF SENATE**

1. There shall be an Executive Committee of Senate consisting of:
  - a. the President who shall be Chair;
  - b. the Vice-President (Academic and Provost);
  - c. five faculty Senators, one from each Faculty/School;
  - d. one student Senator; and
  - e. The University Registrar who shall be Secretary
2. At the first meeting of the new Senate, the Senate shall elect the members of this committee.
3. The committee shall:
  - a. manage the workflow of Senate and its committees/subcommittees and ensure the orderly, considered, and timely conduct of Senate business;
  - b. approve the Order of Proceedings for Convocation ceremonies;
  - c. recommend candidates for honorary degrees;
  - d. search for candidates for the position of Chancellor and make nominations to the Senate;
  - e. act for Senate in executing and expediting business of Senate during the summer recess and at such other times as may be necessary or desirable, provided that if at any such meeting a question of general policy or general legislation should arise, the consideration of such question shall be adjourned until the day appointed for a regular or a special meeting of Senate;
  - f. ensure the establishment of a University Academic Plan every five years; and
  - g. conduct a review of and report accomplishments in relation to the University Academic Plan every five years.

## **(C) THE CURRICULUM AND ACADEMIC PLANNING COMMITTEE OF SENATE (CAP)**

1. There shall be a Curriculum and Academic Planning Committee consisting of:
  - a. the Vice-President (Academic and Provost) or designate who shall be Chair;
  - b. the Dean of each Faculty/School;
  - c. the Dean of Students;
  - d. one representative elected by and from each Faculty or School;
  - e. two students appointed by the BUSU Council (See Section VIII 1.c);
  - f. the University Librarian; and
  - g. the University Registrar who shall be Secretary.

2. The committee shall:
  - a. recommend admission standards;
  - b. recommend adoption of new courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements for majors and minors;
  - c. recommend undergraduate degrees and academic program priorities;
  - d. recommend regulations for the conduct of courses such as course outlines, duration, participation, and evaluation procedures;
  - e. recommend policies for the scheduling and conduct of examinations;
  - f. recommend policies for the evaluation of new undergraduate degrees, new departments and new departmental majors and minors;
  - g. recommend regulations on required grade point averages, probation, academic suspension and re-admission of students;
  - h. recommend candidates for graduation;
  - i. make recommendations on any other matter pertaining to academic standards and student records;
  - j. recommend support programs for the academic functions;
  - k. recommend the establishment of additional Departments, Faculties, Schools and Institutes;
  - l. the committee shall receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy; and
  - m. appoint members for the Academic Dishonesty Sub-Committee on an ad-hoc basis.

**(D) The Non-credit Certificate Program Committee of Senate**

1. There shall be a Non-credit Certificate Program Committee of Senate consisting of:
  - a. the Chair of the Curriculum and Academic Planning Committee who shall be Chair;
  - b. one Dean, elected by and from the Curriculum and Academic Planning Committee;
  - c. two faculty members elected by and from the Curriculum and Academic Planning Committee; and
  - d. one Senator who is on the Board of Governors to be elected by and from Senate.
2. The committee shall:
  - a. review and approve proposed non-credit certificate programs.

**(E) The Undergraduate Student Appeals Committee of Senate**

1. There shall be an Undergraduate Student Appeals Committee consisting of:
  - a. the Vice-President (Academic and Provost), or designate, who shall be Chair;
  - b. the University Registrar who shall be Secretary (non-voting)
  - c. the Dean of Students;
  - d. one faculty representative elected by and from each Faculty or School for a two year term; and

- e. two undergraduate students appointed by the BUSU Council (see Section VIII 1.c)
2. The committee shall:
  - a. review undergraduate student appeals relating to admission;
  - b. review undergraduate student appeals relating to academic regulations; and
  - c. submit an annual report to Senate at its May meeting.
3. Decisions of this committee are final.

#### **(F) THE GRADUATE STUDIES COMMITTEE OF SENATE**

1. There shall be a Graduate Studies Committee of Senate consisting of the following:
  - a. the Dean of Graduate Studies who shall be Chair;
  - b. the Dean of each Faculty/School;
  - c. the University Librarian;
  - d. one representative who holds an appointment in the Faculty of Graduate Studies, elected by and from each Faculty/School;
  - e. two graduate students, to be elected by the graduate students, or where necessary, appointed by BUSU; and
  - f. the University Registrar who shall be Secretary.
2. The committee shall:
  - a. propose long-range plans pertaining to the disposition and implementation of graduate programs;
  - b. recommend graduate admission standards;
  - c. recommend graduate programs and degrees;
  - d. recommend adoption of new graduate courses, deletions of current courses, as well as substantive changes to curriculum and departmental programs, including degree requirements;
  - e. make decisions on the awarding of Manitoba Graduate Scholarships and Tri-Council graduate scholarships;
  - f. recommend regulations for the conduct of graduate courses such as course outlines, duration, participation and evaluation procedures;
  - g. recommend policies for the scheduling and conduct of graduate examinations;
  - h. recommend policies for the evaluation of graduate programs;
  - i. recommend regulations on grade point averages, probation, academic suspension and re-admission of graduate students;
  - j. recommend candidates for graduation;
  - k. review graduate student appeals relating to admissions and academic regulations and make final decisions as appropriate;
  - l. make final decisions on any other matter pertaining to graduate studies; and
  - m. receive external reviews of academic programs and take action in accordance with the External Review of Units and Programs Policy.

## **(G) THE LIBRARY AND ARCHIVES COMMITTEE OF SENATE**

1. There shall be a Library and Archives Committee of Senate consisting of:
  - a. the University Librarian, who shall be Chair;
  - b. one member of Senate elected by and from Senate;
  - c. one representative elected by and from each Faculty/School;
  - d. one undergraduate student Senator elected by and from Senate and one graduate student appointed by the BUSU Council (See Section VIII, 1.c);
  - e. two professional librarians elected by the professional librarians; and
  - f. the University Archivist.
2. The committee shall:
  - a. review and make recommendations regarding the operation of the Library and Archives and the provision of facilities and services;
  - b. make recommendations pertaining to financial policy concerning expenditures, including the allocation of funds to Faculties, Schools and Departments;
  - c. review and make recommendations concerning submissions which are referred to it by the Senate;
  - d. make recommendations on the formulation of new operational policies and the revision of existing policies; and
  - e. review and make recommendations on any other matter pertaining to the Library and Archives.

## **(H) THE SCHOLARSHIPS, BURSARIES, MEDALS AND AWARDS COMMITTEE OF SENATE**

1. There shall be a Scholarships, Bursaries, Medals and Awards Committee of Senate consisting of:
  - a. one member elected by and from the Senate;
  - b. one member elected by and from each Faculty/ School,
  - c. the Director, Indigenous Peoples' Centre;
  - d. the Director, Recruitment and Retention; and
  - e. the University Registrar who shall be Secretary.
2. The chair shall be elected by and from the committee at its first meeting each year.
3. The committee or its designated sub-committees shall:
  - a. make decisions on the awarding of the various undergraduate and graduate scholarships, bursaries, medals and awards of Brandon University, with the exception of athletic awards and those graduate scholarships specifically indicated as being the responsibility of the Graduate Studies committee (see Section BIII(F) of the Senate bylaws);
  - b. make recommendations concerning the addition of new scholarships, bursaries, medals and awards;
  - c. make recommendations concerning the terms of reference under which scholarships, bursaries, medals and awards are to be offered and to ensure that these terms are adhered to in accordance with the donor's wishes; and

- d. make recommendations concerning the monitoring of trust accounts related to scholarships, bursaries and awards.

**(I) The Athletic Awards Committee of Senate**

1. There shall be an Athletic Awards Committee of Senate consisting of:
  - a. the Chair of the Scholarships, Bursaries, Medals, and Awards Committee of Senate;
  - b. the Director of Financial & Registration Services or designate; and
  - c. the University Registrar.
2. The committee shall:
  - a. make decisions concerning the recipients of athletic awards based on recommendations received from the Director of Athletics & Community Engagement;
  - b. make recommendations concerning the addition of new athletic awards;
  - c. make recommendations concerning the terms of reference for athletic awards and to ensure that these terms are adhered to in accordance with the donor's wishes; and
  - d. make recommendations concerning the monitoring of trust accounts related to athletic awards.

**(J) THE SENATE RESEARCH COMMITTEE (THE RESEARCH ETHICS COMMITTEE, THE ANIMAL CARE COMMITTEE, AND THE BIOSAFETY COMMITTEE)**

1. There shall be a Senate Research Committee consisting of:
  - a. the Vice-President (Academic and Provost), or designate, who shall be Chair;
  - b. the Associate Vice-President (Research);
  - c. the Chair of the Research Ethics Committee;
  - d. the Chair of the Animal Care Committee;
  - e. the Chair of the Biosafety Committee;
  - f. one member elected by and from each Faculty/School;
  - g. one research-active Senator elected by the Senate;
  - h. one member elected by and from the Brandon University Research Committee (BURC);
  - i. one undergraduate student, recommended by the Senate Research Committee and elected by the Senate; and
  - j. one graduate student, recommended by the Senate Research Committee and elected by Senate.
2. Members of the Senate Research Committee, the Research Ethics Committee, the Animal Care Committee, and the Biosafety Committee, shall serve three-year terms. These terms may be shorter for those positions (Senator, student) that terminate before three years are completed.
3. The Senate Research Committee shall:
  - a. provide advice to the Senate concerning:

- i. the University's general policies related to research;
  - ii. policies governing relationships between the University and external governing agencies;
  - iii. any other matters relating to University research and scholarly activities which may arise from time to time or may be directed to the Senate Research Committee by the Senate; and
  - iv. the establishment and ongoing review of the University Research Plan.
- b. seek nominations from faculty and recommend to the Senate faculty members for University and National research awards and honors;
  - c. assess the needs for the creation of research institutes and centres, and make recommendations to Senate regarding the establishment and operations of such institutes and centres;
  - d. undertake periodic reviews of the University research institutes and centres and report on these reviews to Senate;
  - e. advocate for research and scholarship across campus; and
  - f. oversee the operations of and report to Senate on the activities of the Brandon University Research Ethics Committee (BUREC), the Brandon University Animal Care Committee (BUACC), and the Brandon University Biosafety Committee (BUBC) whose compositions and responsibilities shall be as described below.

**BRANDON UNIVERSITY RESEARCH ETHICS COMMITTEE (BUREC)**

1. There shall be a Research Ethics Committee (with all members to be appointed by the Senate Research Committee unless otherwise stated) consisting of:
  - a. the Chair to be appointed by and from members of BUREC for a one-year renewable term;
  - b. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Education;
  - c. one assistant professor, associate professor, full professor or P.A. (II, III, or IV) representative from the Faculty of Health Studies;
  - d. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Science;
  - e. one assistant professor, associate professor, full professor or P.A. (II, III or IV) representative from the Faculty of Arts;
  - f. one representative from the Library and may also include one representative from Student Services P.A. (II, III or IV);
  - g. one Brandon University representative, normally a faculty member, experienced in indigenous research; and
  - h. one community representative who has no affiliation with Brandon University.
2. Additionally, the following requirements shall be satisfied among the above named members:
  - a. At least one member is knowledgeable in ethics;
  - b. At least two members have broad expertise in research methods;

- c. At least one member is knowledgeable in legal principles but shall not be the university's legal counsel;
  - d. The committee shall include both men and women; and
  - e. The committee may appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
- a. recommend and periodically review ethical guidelines for Brandon University research proposals involving human participants;
  - b. review and verify that Brandon University research proposals involving human participants meet the guidelines set out in the current Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans; and
  - c. ensure that its procedures are in accordance with the aforementioned Tri-Council Policy Statement.

**BRANDON UNIVERSITY ANIMAL CARE COMMITTEE (BUACC)**

1. There shall be an Animal Care Committee (with all members to be appointed by the Senate Research Committee to a maximum of eight consecutive years of service) consisting of:
  - a. a Chair, who cannot be directly involved in the management of the institutional animal facilities, nor be the consulting veterinarian for the institution, nor be involved in the preparation of a significant number of protocols to be reviewed by the committee and who is appointed by and from the Committee.
  - b. two members chosen from scientists, teachers, and laboratory instructors experienced in animal care and use;
  - c. a veterinarian, preferably experienced in experimental animal care and use;
  - d. a Brandon University member whose work does not involve animals;
  - e. a person and one alternate representing community interests and concerns and who has no affiliation with the institution  
(The community representative alternate will only attend meetings in the absence of the community representative. The alternate will assume the role of the community representative in the event of resignation.);
  - f. the animal health technician (ex-officio); and
  - g. a student representative.
2. The committee may /appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
  - a. periodically review animal care policies for research proposals involving animals to meet the Canadian Council on Animal Care (CCAC) policies/guidelines, and to meet changing needs within the University, the scientific community, the animal welfare community and society as a whole;
  - b. review and make recommendations for changes to the Terms of Reference for the Brandon University Animal Care Committee;

- c. ensure that no research, testing, or teaching program (including field studies) involving animals can be commenced without prior approval of BUACC;
- d. ensure that policies and procedures are in place that will:
  - i. stop any objectionable procedure, if it considers that an animal is experiencing unnecessary distress or pain;
  - ii. stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals;
  - iii. have an animal killed humanely if pain or distress caused to the animal cannot be alleviated; and
  - iv. give the veterinarian absolute authority to initiate, treat, or euthanize animals as he/she deems necessary.

**BRANDON UNIVERSITY BIOSAFETY COMMITTEE (BUBC)**

1. There shall be a Biosafety Committee (with members appointed by the Senate Research Committee unless otherwise stated) consisting of:
  - a. one member who has experience in biohazards, from the Faculty of Science, recommended by the Dean of Science;
  - b. a member of ADES, recommended by the department and the Dean of Science;
  - c. a member from the Faculty of Arts, preferably an individual with experience handling biological materials, recommended by the Dean of Arts;
  - d. a member from Physical Plant, recommended by the Director of Physical Plant;
  - e. a representative from the Instructional Associates from the Faculty of Science, recommended by the Dean of Science;
  - f. a representative from the Instructional Associates from the Faculty of Health Studies, recommended by the Dean of Health Studies;
  - g. a representative from the Office of Research, recommended by the Vice-President (Academic and Provost);
  - h. the Institutional Biosafety Officer; and
  - i. one to two community representatives to provide a source of relevant expertise as (an) adjunct voting member(s).
2. The committee may /appoint additional regular members as needed, with the appointment and term approved by the Senate Research Committee. The committee may also invite expertise by way of a non-voting member in an ad hoc capacity.
3. The committee shall:
  - a. develop relevant policies and approval procedures governing the use of biohazards on campus in accordance with current Canadian Biosafety Standards and Guidelines, the Human Pathogens and Toxins Act, the Human Pathogens and Toxins Regulations, and other standards set forth by the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA);
  - b. review and verify that Brandon University research proposals and Brandon University undergraduate and graduate courses involving the use of biohazardous materials adhere to the aforementioned federal standards and policies; and

- c. report to and work with the Office of the Vice-President (Academic and Provost) to ensure the training on biosafety requirements and guidelines.

**(K) THE KNOWLES VISITING PROFESSORSHIP COMMITTEE OF SENATE**

1. There shall be a Knowles Visiting Professorship Committee of Senate consisting of:
  - a. the Vice-President (Academic and Provost) or designate as Chair;
  - b. one representative elected by and from each Faculty/School; and
  - c. one student Senator nominated by student Senators and elected by Senate.
2. The committee shall:
  - a. select the visiting professor in accordance with the guidelines for the Stanley Knowles Distinguished Visiting Professorships in Public Policy.

**(L) THE INTERNATIONAL ACTIVITIES COMMITTEE OF SENATE**

1. There shall be an International Activities Committee of Senate consisting of:
  - a. one Senator elected from and by Senate who shall chair;
  - b. the Vice-President (Academic and Provost) or designate;
  - c. a Dean elected by Dean's Council;
  - d. one representative elected by and from each Faculty/School;
  - e. the Dean of Students;
  - f. the University Registrar;
  - g. one representative elected by and from Student Services;
  - h. the Director, International Activities;
  - i. the President of the International Students' Collective;
  - j. one representative from BUSU Council; and
  - k. one community representative not employed at Brandon University.
2. The Committee shall:
  - a. be responsible for the development and establishment of the University International Plan; and
  - b. be responsible for the ongoing review of the University International Plan.

**(M) INDIGENOUS EDUCATION COMMITTEE OF SENATE**

1. There shall be an Indigenous Education Committee consisting of:
  - a. the Vice-President (Academic & Provost);
  - b. three members of Senate, including a BUSU representative;
  - c. one member elected by and from each of the five Faculty/School Councils;
  - d. the Dean of Students;
  - e. the University Librarian;
  - f. five Indigenous students;
  - g. the Director, Indigenous Peoples' Centre;

- h. one faculty member from PENT;
  - i. one member from the Department of Native Studies;
  - j. one member from the Brandon Urban Aboriginal Peoples' Council;
  - k. one Indigenous representative from the Brandon School Division Administration;
  - l. one Indigenous representative from the Manitoba Métis Federation;
  - m. one Indigenous representative from Assiniboine Community College;
  - n. one Anishanabek Knowledge Keeper;
  - o. one Dakota Knowledge Keeper;
  - p. one Inuit Knowledge Keeper;
  - q. one Métis Knowledge Keeper; and
  - r. one Cree Knowledge Keeper.
2. Two co-chairs shall be elected by and from the committee.
3. The committee shall:
- a. recommend to Senate the key academic priorities and strategic direction for Brandon University in fulfillment of its commitments within the Indigenous Education Blueprint;
  - b. as needed, create and oversee the work of a series of targeted working groups that are tasked with the following objectives;
    - i. establish an inventory and complete an institutional self-assessment and review of the existing Indigenous Education initiatives, programs, research, scholarly and creative activities, community engagement, and services at Brandon University with reference to the Indigenous Education Blueprint document;
    - ii. conduct a review of Indigenous Education practices across Canada (and beyond) in order to identify promising approaches for consideration within a university setting;
    - iii. find opportunities to pursue and actions to be taken to enhance our existing Indigenous Education initiatives, teaching approaches, programs, faculty development, research, scholarly and creative activities, community engagement, and services to build engaged citizenship and institutional capacity for the implementation of the Blueprint;
    - iv. determine the kinds of learning and awareness that we might expect all students to attain, and t set benchmarks for the recruitment, retention and graduation outcomes for Indigenous students at BU within the context of the Blueprint; and
    - v. prioritize a range of institutional changes to programs, research, scholarly and creative activities, community engagement, services and partnerships that can benefit the BU community in support of the Blueprint.

## **SECTION IX AD HOC COMMITTEES OF SENATE**

### **(A) GENERAL**

From time to time Senate may establish ad hoc committees to investigate, advise, and/or provide recommendations to Senate on specific matters beyond the scope of existing standing committees.

### **(B) MEMBERSHIP**

Unless decided otherwise, ad hoc committees will normally consist of six Senate members:

1. one representative from each Faculty/School; and
2. one student Senator.

### **(C) TERMS OF REFERENCE**

Senate shall establish specific terms of reference for each ad hoc committee established. In some circumstances, the ad hoc committee may be charged with developing terms of reference and, in such instances, the committee will have the terms of reference approved at the next Senate meeting following the committee's establishment.

In all cases, terms of reference shall include a final reporting date for completion of the task assigned.

### **(D) MEETINGS**

Once an ad hoc committee has been established, the Secretary of Senate will contact one of the members, who will be appointed Chair (Pro-Tem), to call the initial meeting of the committee. Initial meetings of ad hoc committees shall include, as the first order of business, the election of a Chair who shall be responsible for calling meetings and presenting the committee's report(s) to Senate.

### **(E) DISSOLUTION**

Ad hoc committees will be deemed to be disbanded once their final report has been tabled at Senate.

## **SECTION X PROCEDURES FOR AMENDING THE BYLAWS**

1. Amendments to the Bylaws including additions and/or deletions shall be initiated as a notice of motion in a meeting of the Senate. The proposed amendment and a short statement as to its purpose will be incorporated in the minutes of the meeting.
2. A motion to amend the Bylaws can be passed only by a 2/3 vote of the members present.
3. Every two years, normally at the regular meeting of Senate in September, a Bylaws Revision Committee shall be appointed.
  - a. The Bylaws Revision Committee will consist of:
    - i. one representative from each Faculty/School, two of whom must be Senators;
    - ii. Dean of Students;
    - iii. one student Senator elected by Senate;
    - iv. the President who shall Chair; and

- v. the Secretary of Senate who shall serve as Secretary.
- b. Where Faculty/School positions are not filled by Senators, the respective Faculty/School councils shall elect their representatives.
- c. The Bylaws Revision Committee shall:
  - i. solicit recommendations for changes in the Bylaws; and
  - ii. co-ordinate and draft specific proposals for amendments.
- d. By November 1, the Secretary of Senate shall inform all Senators and Senate committees that any recommended changes to the Bylaws must be sent to the Office of the Secretary of Senate before January 15.
- e. The Secretary of Senate shall ensure that the Bylaws Revision Committee meets as soon as possible after January 15.
- f. Normally, the Committee shall submit its report at the regular meeting of the Senate in March, at which time the Bylaws Revision Committee shall be dissolved.

***Final Senate Approval: September 19, 2017***

***Revised and approved Senate September 19, 2017***

***Revised and approved Senate March 13, 2018 (indigenous Education Committee)***

***Revised and approved Senate May 14, 2019***

***Revised and approved Senate September 17, 2019 (Senate Research section)***